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NEW PRACTICAL TYPEWRITING

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PENNELL EDITION

A SERIES OF GRADED LESSONS, GENERAL IMFORMATION ABOUT TYPEWRITING, CAPITALS, PUNCTUATION, LETTER WRITING, TELEGRAMS, ABBREVIATIONS, HINTS TO STENOGRAPHERS, FACSIMILE TYPEWRITING FORMS, ETC.

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EXERCISE 37

NOW

The venerable past--is past:
  'Tis dark, and shines not in the ray;
'Twas good, no doubt--'tis gone at last--
  There dawns another day.
Why should we sit where ivies creep
And shroud ourselves in charnels deep?
Or the world's yesterdays deplore,
'Mid crumbling ruin's mossy hoar? 48

Why should we see with dead men's eyes,
  Looking at Was from morn to night,
When the beauteous Now, the divine To Be,
  Woo with their charms our living sight?
Why should we hear but echoes dull,
When the world of sound, so beautiful,
  Will give us music of our own?
Why / in the darkness should we grope,
When the sun, in heaven's resplendent cope,
  Shines as bright as ever it shone? 72

The present needs us. Every age
Bequeaths the next for heritage;
No lazy luxury or delight,
But strenuous labor for the right;
For Now, the child and sire of Time,
  Demands the deeds of earnest men
To make it better than the past,
  And stretch the circle of its ken.
Now is a fact that men deplore.
Though it might bless them evermore,
Would they but fashion it aright;
'Tis ever new, 'tis ever bright. 75

Time, nor Eternity hath seen /
  A repetition of delight
In all its phases; ne'er hath been
  For men or angels that which is;
And that which is hath ceased to be
  Ere we have breathed it, and its place
Is lost in the Eternity,
But Now is ever good and fair,
Of the Infinitude the heir,
And we of it. So let us live
That from the Past we may receive
Light for the Now--for Now a joy
That Fate nor Time shall e'er destroy. 86—281

--Charles Mackay.

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INTRODUCTION

The object of the following work is to teach typewriting accurately, and by touch, the two essentials which must be acquired before speed can be attained.

It is well known that a typewriter operator who has speed without accuracy is worth little or nothing to a business man. Therefore, while speed is the final goal to be reached, it must be attained through accurate, touch writing.

The work is adapted to the minds of any who are willing to do consistent, conscientious practice. Typewriting is one of the subjects which requires close concentration, as it is necessary that the mind and fingers be trained to work together, with no hesitancy whatever. This can only be accomplished through a systematic course of drills, which have been used in these lessons to bring about the desired results.

Finger exercises which may be used when not at the machine are also of much value in acquiring muscular control, strength, and dexterity. A number of exercises are given in this text, which should be practiced daily throughout the typewriting course, if an easy, accurate speed is desired. Finger technique—the ability to use the fingers speedily and accurately while held in good position—is absolutely necessary to a successful typist. One would not expect to acquire skill in playing the piano without spending a large amount of time in developing a free, easy finger action—finger technique. Just such practice must be given for developing technique in typing; even more so in fact, as in typing each finger must be trained to work independently of the others, without loss of time, and with no unnecessary motion of hands or arms.

One other factor necessary to the attainment of accuracy and speed in typewriting, is rhythm—giving each letter and each space the same amount of time. This must be kept in mind from the beginning to the end of the typewriting work. Much more speed may be attained by writing at a smooth, even rate, than in a jerky, spasmodic manner.

The student should learn to take care of his machine from the beginning of his typewriting work. Learn to clean and oil it properly, cleaning all exposed parts thoroughly and using just enough oil to keep it running smoothly. Instruction books for this purpose are furnished by the typewriter companies free of charge, and every stenographer should furnish himself with a copy for his own use.

EXERCISE 35

I WILL BE WORTHY OF IT

I may not reach the heights I seek,
My untried strength may fail me;
Or, half way up the mountain peak,
Fierce tempests may assail me,
But though that place I never gain,
Herein lies comfort for my pain--
I will be worthy of it. 45

I may not triumph in success,
Despite my earnest labor;
I may not grasp results that bless
The efforts of my neighbor.
But though my goal I never see,
This thought shall always dwell with me:
I will be worthy of it. 42

The golden glory of love's light
May never fall on my way;
My / path may always lead through night,
Like some deserted byway.
But though life's dearest joy I miss,
There lies a nameless joy in this:
I will be worthy of it. 43—130

EXERCISE 36

HIS BEST WORK

It is very common for young men, I think, to determine the quality of their work by the price they are paid for it. I only get, says such a one, five dollars a week, and I am sure that I am giving five dollars' worth of service; if my employer wants better, let him give better wages.

This is specious reasoning, but it is false; and it is destructive to the best work, and therefore to the best manhood. No man can afford to do anything less well than his best. He who always strives to do his best / work, in the very process of striving, will grow better and better. Not only will he grow more skillful in that particular workmanship, but he will be better equipped for other workmanship. This is an absolute universal law: it is the absolutely universal road to promotion.

The man who is careful to give nothing more than he gets, rarely gets more than he gives. The man who works for his own sake, who puts the best part of himself into every blow that he strikes, who mixes all his work with brain and conscience, who studies to render the largest / possible service regardless of the compensation which it brings, will find his way on and up. The world learns his worth and calls him to higher service.--Lyman Abbott, D. D. 227

Typewriting by Touch

In these days of advancement and enlightenment, it would seem unnecessary to devote any space to giving reasons for teaching typewriting by touch rather than by sight. This is so important a part of the training, however, that it must be impressed upon the minds of all who are interested in the subject that it is the only method that will bring a high degree of speed with accuracy. By the touch method the operator learns the location of the keys by position, and it is absolutely necessary for him to have an accurate knowledge of the position of his fingers on the keys and how they are to be used to learn best the reaches, and to develop an accurate speed.

It is most important, then, that the student should have the desire to learn to operate the typewriter by touch, and he should be warned against looking at the keys, even in the beginning, for any reason whatsoever, after the position of the hands on the keys has been given him. Touch means "feel," not "look," and the distances from one key to another must be felt for and learned so thoroughly that the second the eye sees the letter the finger travels to the key in the proper direction without any desire to look at the keyboard, and with no perceptible amount of time used for the thought to travel from the eye to the finger-tip.

The advantages of the touch method are greater accuracy and speed—back to our two essentials again—due, of course, to the fact that the eyes are always on the copy and not looking back and forth from copy to keyboard to read and write, as is necessary when writing by sight.

There should be no practice for working up speed until the keyboard has been entirely mastered. Think accuracy first, last, and always. As soon as the keyboard has been thoroughly learned and the fingers trained to act promptly and accurately, speed will be the natural result.

All instructions must be carefully followed, so that no bad habits will be formed that will have to be overcome later on. It is much easier to learn to do the work properly the first time, than to have to overcome habits improperly formed.

While accurate copies are required, the work should not be done solely for the purpose of securing an accurate page, but rather for the correct method of writing. Only hand to the teacher work that has been done by following all instructions as closely as possible.

It is well known that the fingers, as they are ordinarily used, are not developed for independent action, but rather they are used as a unit, hands and fingers together, as in lifting, carrying, etc. The muscular development thus gained is not conducive to that necessary for speedy, accurate typing. While the use of the fingers on the keys will train them to work independently of one another if sufficient practice is done, it has been found that a short time given each day to exercises in finger gymnastics will bring about the desired results much more quickly, and will help materially toward the finger control for which the student must strive, and which is necessary to the gaining of an accurate speed.

Hands of different people are formed differently, and some students will require hand and finger gymnastics much more than others. Students whose hands are inclined to be stiff and closely built should pay particular attention to this part of the work.

The following exercises for developing the muscles of the fingers and hands, and training them to work speedily and accurately, should be practiced for from fifteen to twenty minutes every day, until the fingers have gained strength and speed, can be used independently of one another, and reach to the desired keys speedily and easily, all lost motion or unnecessary motion having been eliminated.

EXERCISE 33

Qualifications for Success—Continued

By and by he will turn over some unimportant letters to be answered by yourself, giving you only some general directions. This is your golden opportunity. Gradually, you will find more and more letters handed to you, and eventually you will yourself conduct the entire correspondence, which constantly grows until you find it necessary to employ an assistant, and will dictate instead of being dictated to; and thus you go on and on until your name hangs over the door. If your employer is what is called a ''crank,'' consider yourself lucky. Give me a crank every time. Of course / there are cranks, and cranks--some of them intolerable. That is not the kind of a crank I mean, but rather a man who is exceedingly fastidious in his tastes; has certain set ideas about how things should be done, and sticks to them; who is very exacting in his demands; possessed of a disagreeable and repulsive manner, which he cannot help, and which it will pay you to humor. Anybody can get along with an easy-going man, but cranks are cranky. They are hard to tolerate--but it pays. Get on the right side of them and you / are all right. They know they are hard to please, but when you do please them they will pay you more than anybody else rather than let you go. 229

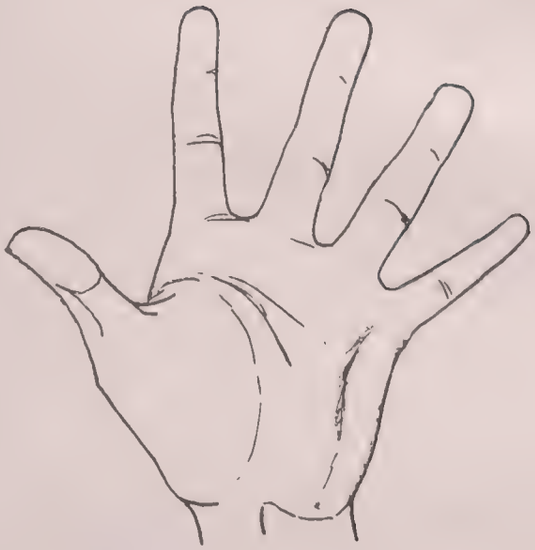
EXERCISE 34

Qualifications for Success—Concluded

To the young ladies studying shorthand, I may say that there is lots of room for you in business. The prejudice that formerly existed against the employment of female labor has been dispelled, and the demand for male and female stenographers is now about equal.

Such of you as intend to enter commercial houses must prepare yourselves for difficulties and annoyances at the beginning which will not be experienced by your / brothers who are accustomed to the rougher side of man's nature. You will have to accustom yourself to the difference between social and commercial etiquette. It will go hard with you at first to be criticised and censured, but you must expect when you undertake a man's work to do it in a man's way. You must remember that business men have no time for conventionalities. Be punctual; absent only when absolutely necessary. During business hours do not be afraid of work. Do not make believe you are working when you have nothing to do. Do not watch the clock. / Treat the other clerks with civility and politeness, but with dignity and reserve. Thus you will retain your self-respect, gain the respect of your fellow employees and the good will and appreciation of your employers.--J. F. McClain, New York City. 206—1735

No. 1



No. 2

No. 3

The above diagrams will give an idea of how the hands should be used in the exercises herein described.

Stretch the fingers apart as far as possible as in Diagram No. 1; hold them tense and slowly pull them down, closing the hand with the fingers touching the muscles at the base of the hand, stretching them as far toward the wrist as possible as in Diagram No. 2, the thumb folding tight against the first finger. Keep the muscles tense and work the exercise slowly, one hand at a time, and repeat from ten to fifteen times, first one hand, then the other.

Now start as in Diagram No. 1, and with muscles tense, slowly bring the fingers down to position as in Diagram No. 3, bending the joints at the ends of the fingers first, and keeping the tips of the fingers away from the wrist as far as possible. Close the fist as tightly as possible, keeping the tip of the thumb against the first finger.

These exercises are absolutely of no use unless the muscles are held tense, and resist the bending of the fingers. Go through each exercise slowly, about fifteen times with each hand.

EXERCISE 31

QUALIFICATIONS FOR SUCCESS—CONTINUED

The machine is so simple in construction as to be operated almost at sight, but to obtain the best results from it, it requires the outlay of considerable time and patience. And of what value is your shorthand skill without the ability to make a neat and speedy transcript on the typewriter? It is not your shorthand notes to which the signature of your employer is attached. The point from which he judges you, and from which his correspondents judge him, is your transcript. And still there are hundreds of stenographers in New York, of absolute accuracy in shorthand, whose / typewriter work is a disgrace to themselves and their employers; and why? Because they have never been taught how to handle a machine properly. You will do well to take in all the instruction afforded you, for the coming operator must be not only a writer, but a machinist. Typewriting is rapidly increasing in popularity, and the public are becoming more and more critical in their demands for perfect work. Employers now know the difference between careful and careless operating, and that ''horrid'' machine is no longer an excuse for slovenly work. My remarks in regard to the comparative merits / of speed and accuracy in shorthand hold good also in typewriting. Write nothing faster than you can write it neatly and correctly. Remember that you can write from ten to twenty words in the time necessary to correct one error. 240

EXERCISE 32

QUALIFICATIONS FOR SUCCESS—CONTINUED

When you come to seek employment don't be too hard to please. Don't complain if asked to do work outside of your own line. On the other hand, seek such opportunities. Get a general insight into all the details of the business. Make yourself generally useful. Relieve your employer of as much detail as possible. Ascertain what part of his work is most irksome to him, and try to / relieve him of it. If it is difficult, all the better. Seek difficulties. Take pleasure in mastering them. The very fact of the work being difficult will give you an opportunity to show your ability, and make yourself valuable, and eventually indispensable. I cannot understand how young men possessed of the intelligence necessary to learn shorthand can allow themselves to get into the ''machine'' rut. Some seem to have no ambition beyond that of stenography. Others have the ambition to do something better, but do not know how to go about it. I can tell you one way to do / it. Start in with the determination to do well everything you undertake. Hand in your letters to your employer so carefully, neatly and correctly written that there will not be the slightest occasion for alteration. This may go on for six months or a year before it is appreciated, but it will come in time. You will soon find that he signs your letters without reading them over. The next move will be to dictate all his letters to you, and then go home leaving you to sign them. This is the highest compliment an employer can pay his stenographer. 269

No. 4

No. 5

No. 6

Open the hand with fingers held closely together as in Diagram No. 4, muscles tense, and bend the fingers from the ends slowly, without bending at the knuckles, to the position shown in Diagram No. 5. Repeat this exercise a number of times with each hand, remembering that the muscles must be held tense while going through the exercises, if any benefit is to be gained from them.

Now stretch the fingers apart as in the above exercise, holding them as far apart as possible, then bend them from the ends slowly, to the position shown in Diagram No. 6. Repeat this at least fifteen times with each hand, keeping the fingers stretched widely apart.

EXERCISE 29

QUALIFICATIONS FOR SUCCESS—CONTINUED

My experience has been that in order / to make an intelligent transcript of anything written in shorthand, the matter must be intelligently heard and intelligently written. The mind must be concentrated on the subject under discussion, so that you know when you are through writing, without reference to your notes, the gist of what has been said; and then, when you come to transcribe, even if you do occasionally encounter an undecipherable outline (and the best of stenographers sometimes do), your knowledge of the idea that is desired to be conveyed will enable you to substitute a word that will answer the purpose. It is impossible and / unnecessary to burden the mind with the exact expressions. All you need is the theme. The stenographer who possesses this ability, even though he write but one hundred words per minute, is much more valuable than a one hundred and fifty words per minute man without it. What the former man has got he has got, and he knows what it means, and when he hands in his letter he knows it is right; whereas, the other man may be right and he may be wrong; he doesn't know which. 197

EXERCISE 30

QUALIFICATIONS FOR SUCCESS—CONTINUED

By far too much attention is paid nowadays to the / cultivation of speed at the expense of accuracy. Speed is a very desirable quality, but not nearly so indispensable as well-doing. Cultivate the habit of intelligent writing, and speed will be acquired unconsciously. If your dictator is going too fast, ask him to ease up. If his idea is not clear to you, ask an explanation. If you come across a difficult outline, make an inquiry. You will appear much less stupid by asking questions than by taking chances on making senseless errors, thus not only incurring the displeasure of your employer, but detaining him, perhaps while you rewrite / a long letter or contract. Shorthand outlines are so much alike, and many of them, even when written in the proper positions, represent different words, which, although they may make sense, still convey an idea quite the contrary of the dictator's intention.

The importance of typewriting must not be overlooked. In most shorthand schools this subject is treated with comparative indifference. They have machines for the use of pupils, but the necessary instruction is not given. Skill in typewriting is not such an easy accomplishment as some would have you believe. 201

191

No. 7

No. 8

To train the fingers to work independently of one another, as is necessary in typewriting work, it is well to exercise them, not only on the keys of the typewriter, but away from the machine as well. The following exercises have been found beneficial.

Hold the hand as in Diagram No. 4. Bend the first finger and thumb toward one another until they form a circle as in Diagram No. 7. Hold the other fingers straight, allowing only the first finger and thumb to move. Take the exercise slowly, with muscles tense as in the preceding exercises. Take the second, third, and fourth fingers through the same exercises, moving only one finger and the thumb at a time. Practice this exercise with the fingers of both hands, about five times with each finger.

For exercise of the knuckle joints, take hold of the little finger of one hand with the thumb and fingers of the other, as in Diagram 8, and slowly bend it backward, forward, and to the sides, easily, so that it will not be injured, but persistently, until it moves loosely in every direction. Take the other fingers in the same way, using the exercise for the fingers of both hands, until they move freely and easily in all joints.

EXERCISE 27

QUALIFICATIONS NECESSARY FOR SUCCESS AS A STENOGRAPHER AND TYPEWRITER OPERATOR

The qualifications necessary for success as a stenographer and typewriter operator are more extensive than the name of the art implies. An acceptable and successful amanuensis nowadays is more than a mere writer of shorthand and an operator of the typewriter. There is very little demand for stenographers and typewriter operators merely, but there is a very large and ever increasing demand for young men and young women with good business heads who have a thorough knowledge of stenography and typewriting. It is, of course, understood that ability to spell and punctuate correctly is indispensable.

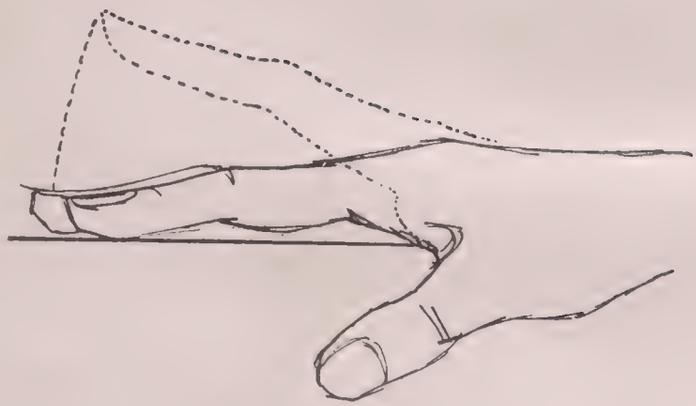
I have been in daily / contact with this subject for the past eight years, both as a performer and as an employer of this class of labor. It has also been my duty and privilege, until recently, to furnish amanuenses for the leading business houses down town, and I therefore know some of the failings of which business men complain; and being a stenographer myself, I think I know the reasons for these failings. 169

EXERCISE 28

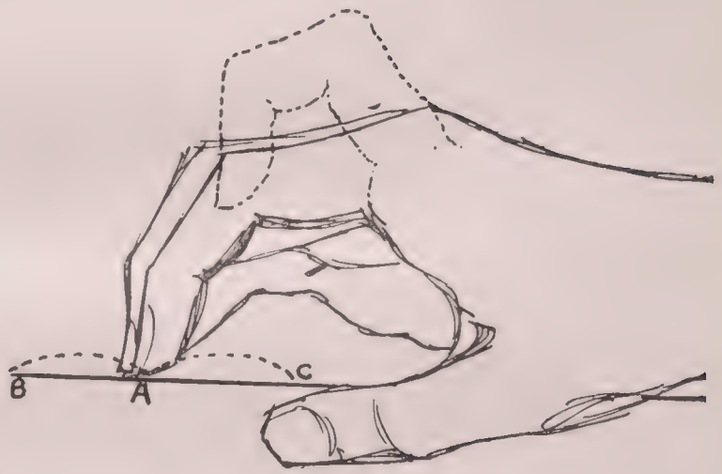
Qualifications for Success—Continued

The most common complaint against stenographers is that they are mere machines--that is to say, they write mechanically. You drop the words into the ear and they come out at / the ends of the fingers. An error on the part of the dictator is not corrected by this sort of stenographer. He simply writes sounds, and if his ear be unreliable, as is often the case, or the enunciation of the dictator be indistinct, he is apt to catch a sound that sounds like the right sound, but means something entirely different. He transcribes what he has heard, or what he thinks he has heard, regardless of the sense, and when censured for writing nonsense he will say: ''Well, I didn't think that was right, but that's what you said.'' / Edison's phonograph will do much better than that. The phonograph cannot exercise brain power; it cannot discriminate; cannot use judgment; possesses no intelligence, but every articulate sound recorded upon its cylinder is reproduced with absolute accuracy. It has a faultless ear, and in this respect it beats the machine stenographer. You possess brains; you have intelligence; you are capable of the exercise of judgment and taste, and if you are not prepared to offer these qualities as a supplement to your shorthand ability, there is no room for you in the commercial world. 224

No. 9



No. 10



Place the hand flat on a table with the thumb placed against the edge, as in Diagram No. 9. Without bending the first finger, raise it as high as it will go, keeping the other fingers flat on the table; if the finger can not be raised much at first, take hold of it with the fingers of the other hand and lift it as high as it will go without undue strain, then let it snap back to position. Do this a number of times, until it can be raised by its own strength. Use the other fingers in the same way, fifteen or twenty times with each finger. After a few days' practice, one will be surprised at the amount of control that has been developed in the fingers, and the ease with which they may be used on the keys.

Next place the hand in the position as shown in Diagram No. 10, curving the fingers with the tips resting on the desk. Raise the first finger as high as possible, (see dotted line in Diagram) keeping it in the curved position, without moving the other fingers from the desk. If necessary, use the fingers of the other hand to assist in raising it at first, or in holding the others down. Let the finger snap back in place, as though striking the key of the typewriter. Do this a number of times; then try the same exercise with the second, third, and fourth fingers, practicing with the fingers of one hand, then the other.

Ease in reaching may be developed by using the points A, B, and C, as shown in Diagram 10, as objectives. Use the exercise as explained above, and on the down stroke strike first A, then reach out to B; strike A again, then reach back to C, and back again to A. Practice this exercise with the fingers of both hands, fifteen or twenty times with each finger.

Muscular control must be developed in order to make a good typist, whether it be gained by practice on the machine, or by the use of the finger gymnastics. A combination of both is ideal, making use of the machine when possible, and at other times using the finger gymnastics.

EXERCISE 25

ONWARD AND UPWARD

Rear to the skies the ladder of life;
Each noble deed is a golden round,
Lifting the soul to a higher ground,
To be victor-crowned in every strife. 28

Slay the passions that dwarf the soul;
Envy and avarice drag you down.
Mount to the summit and wear the crown
Won by your deeds of self-control. 27

Conquering self you mount on high,
Beyond temptation's power to mar;
Nearer the gates that stand ajar,
Waiting your coming bye and bye. 23

Forgive your enemy--up you rise,
He gains freedom from discontent,
You gain a knowledge of life well spent--
Yours is an everlasting prize. 24

Be kind to the erring--on you ascend.
He, thus redeemed from a life misspent,
Blesses mankind with the blessing you sent--
Yours is the increase world without end. 29—131

--H. D. Gould.

EXERCISE 26

KNOW YOUR BUSINESS

Mr. Vanderbilt pays his cook ten thousand dollars a year, my boy, which is a great deal more than you and I earn--or at least a great deal more than we get--because he can cook. That is all. Presumably because he can cook better than any other man in America. That is all. If Monsieur Sauceagravi could cook tolerably well, and shoot a little, and speak three languages tolerably well, and keep books fairly, and sing some, and understand gardening pretty well, and could preach a fair sort of sermon, and knew something about horses, and could telegraph / a little, and could do light porter's work, and could read proof tolerably well, and could do plain house and sign painting, and could help on a threshing machine, and knew enough law to practice in justice's courts of Kickapoo township, and had once run for the legislature, and knew how to weigh hay, he could not get ten thousand a year for it. He gets that just because he knows how to cook; it wouldn't make a cent's difference in his salary if he thought the world was flat and went around its orbit on wheels. There is nothing / like knowing your business clear through, my boy, from withers to hock, whether you know anything else or not. What's the good of knowing everything? Only the sophomores are omniscient.--Burdette. 231

Instructions to the Student

The student should keep in mind that typewriting must be learned by mental effort and conscious thought, not through mechanical practice. The keyboard, to be learned properly, must be memorized, and the fingers trained to operate the keys accurately and speedily by their use in exercises directed toward that end. Do not place the fingers on the keys and mechanically press them down over and over again, but bring the fingers back to the "home keys" immediately after striking a letter, and keep them there until their use is required again, thinking always of the name of the key struck, and learning, by feeling and reaching, the distance from one key to another.

All of the work to be handed in must be perfect work. No mis-struck letters or erasures will be accepted, the penalty for erasing to be fixed by the teacher in charge of the typewriting work. It has been found very effective to require matter to be rewritten once if an erasure is found on beginner's work, five times if the offense is repeated, and ten times after the second warning. Usually one warning is all that is necessary.

The fingers are numbered for typewriting work as follows: Index finger is first; middle finger second; ring finger third; and little finger fourth. The thumb is used on the space bar. Only one thumb should be used to space, preferably the right, although some may find it easier to use the left, in which case it may be used always, in place of the right.

At this point the student should receive instructions as to the working parts of the machine; how to put the paper in; how to set the marginal stops so that there will be an even margin on both sides of the paper; how to release the paper, carriage, and margin; to set the space between lines; and to return the carriage so that the line is spaced and the return made with one operation, and with no perceptible loss of time.

Half sheets of paper may be used for beginner's work.

In taking position at the machine, the student should sit squarely in front of the machine, far enough away from it so that when the hands are in position on the keys, the arms make almost a right angle at the elbow. Wrists should be a little lower than the hands, making the slant of the hands parallel with the slant of the keyboard.

Eliminate all stiffness from the hands and arms, as they must be placed in an easy position on the keyboard, with no tenseness of muscles, if there is to be an easy finger action.

Take a sheet of paper in the left hand and rest it back of the platen or cylinder, even with the left edge. Turn the right platen knob away from you with a snap, so that with not more than two turns, about an inch of the paper is visible above the printing point. Set the marginal stops at "0" on the left, and "70" on the right, and set the line space gauge for single space. On the first pages write the full length of the line.

Place the fingers on the middle row of letters as shown on the chart, the four fingers of the left hand resting on *a s d f*, and those of the right on *; l k j*.

The fingers are now resting on what we designate as "Guide Keys" or "Home Keys", and they must be taught to return and rest on these keys whenever they are not in use on other keys. To use the two keys in the center of this row, *g* and *h*, slide the left first finger over one key to the right, strike it, and return the finger immediately to the guide key; then slide the right first finger to the left one key, strike it, and return the finger to its guide key. By returning the fingers to the guide keys immediately after striking other keys, they are always in position, ready to strike the next keys when needed. This method is conducive to the most accurate touch writing, and should be carefully heeded.

Keeping the eyes on the chart, strike the keys, one at a time, beginning with the left little finger on *a*. Give the key a sharp snap, but do not follow it all the way down. Do not raise the finger before striking the key, and do not move any other finger. Strike the third finger in the same manner, then the second and first, then reach the first finger over to *g*, returning it immediately to its guide key. Try the fingers of the right hand in the same manner, repeating the exercise with alternate hands a number of times until the keys may be struck with an easy finger action and with no stiffness in the hands and arms, and until each finger works independently of the others. Teach the first fingers the habit of returning to their guide keys without loss of time after reaching for *g* or *h*.

Now start at the beginning of a line and write the exercise *asdfg hjkl; asdfg hjkl; asdfg hjkl;*, spacing after each with the thumb, preferably the right, using a light, snappy touch. Write slowly and evenly, giving each letter and each space the same amount of time. Write this exercise over and over across the line until the bell rings; finish the group the hand is working on; then return the carriage for the next line.

To return the carriage of a machine with a right return lever, or line-space lever, lift the right hand from position, keeping the fingers curved as on the keys, catch the lever with the second or third finger and throw the carriage over with enough force to cause it to return the full length of the line. Do not catch the return lever with the thumb and first finger to return the carriage; this method throws the hand too far out of position. The hand should be brought back to its position on the guide keys without having to look for the proper position.

To return the carriage of a machine with a left return lever, the left hand is straightened out, the first finger catching the lever and throwing the carriage with sufficient force to return it to the starting point. The idea in either case is to return the carriage without loss of time, and with sufficient force to space the line as well as return the carriage, with only one motion of the hand.

Write five perfect lines of this exercise on a short sheet, being careful with the fingering. Return the first fingers to the guide keys promptly, and write evenly and slowly, spacing with the right thumb after each hand.

Do not hand work to the teacher unless it is absolutely correct. If an error is made, take the paper out after practicing the exercise on which the error was made, turn it over and try again. No mis-struck letters or erasures will be accepted.

EXERCISE 23

TYPEWRITING—CONCLUDED

I honestly think the danger to the shorthand and typewriting business lies not in the number of those who learn, for straight is the gate and narrow is the way, and few there be that find it; but wide is the gate and broad is the way to a half-baked, half-hearted attempt to learn, and many there be that go in thereat. Those who are competent suffer for the negligence and carelessness of the incompetent. The best court stenographer in the land may have his reputation destroyed by the mistakes of his amanuensis.

Most of us cannot be / great, but all of us can be correct, and he or she who will take the trouble to do a day's typewriting without any mistakes is greater than he that taketh a city. 133—740

EXERCISE 24

THE BATTLE OF LIFE

Go forth to the battle of life, my boy;
Go while it is called today;
For the years go out, and the years come in,
Regardless of those who may lose or win--
Of those who may work or play. 40

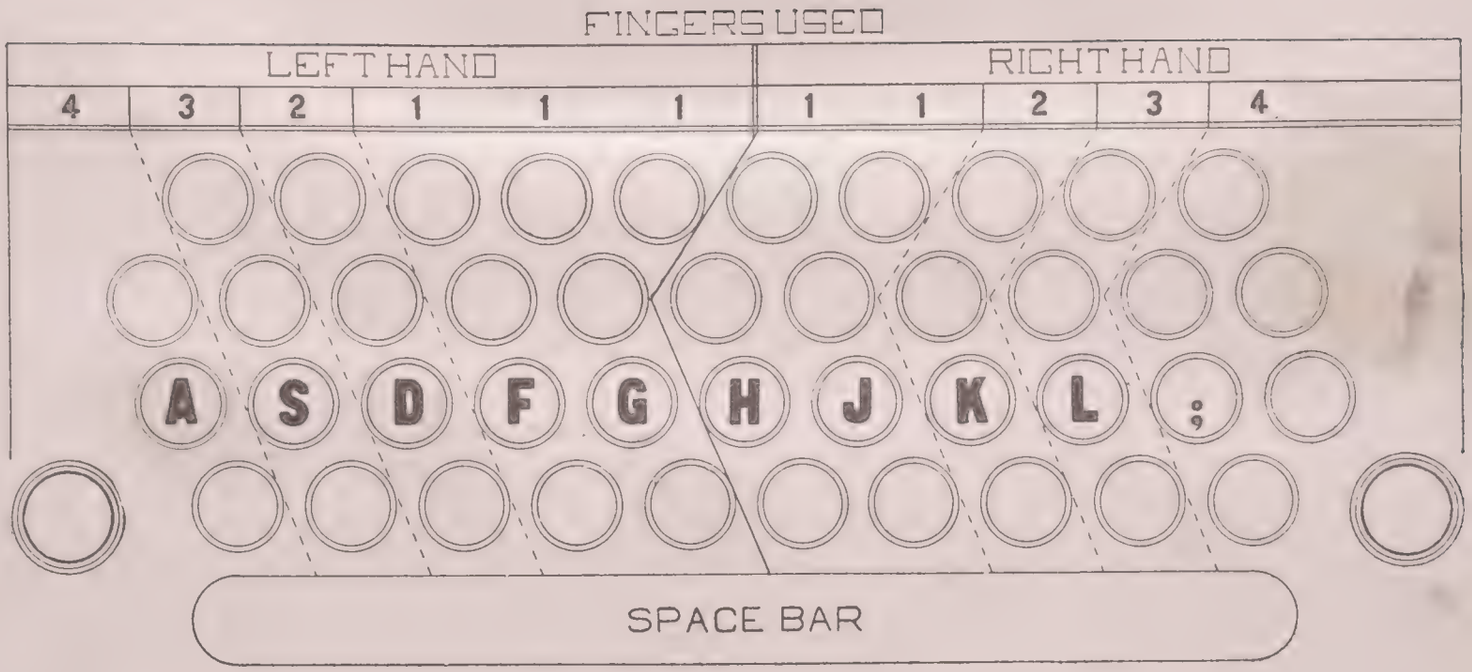
And the troops march steadily on, my boy,
To the army gone before;
You may hear the sound of their falling feet,
Going down to the river where the two worlds meet:
They go to return no more. 38

There is room for you in the ranks, my boy,
And duty, too, assigned.
Step into the front with a cheerful grace-- /
Be quick, or another may take your place,
And you may be left behind. 36

There is work to do by the way, my boy,
That you never can tread again,
Work for the loftiest, lowliest men--
Work for the plough, adz, spindle and pen:
Work for the hands and the brain. 37

Then go to the battle of life, my boy,
In the beautiful days of youth;
Put on the helmet, breast-plate and shield,
And the sword that the feeblest arm may wield
In the cause of right and truth. 38—189

LESSON 1



Practice carefully each of the words given below, following instructions as given on the foregoing pages. Keep your eyes turned to the chart, and find the letters by touch. Bring the fingers back to the home keys. Write the letters and spaces rhythmically; that is, give the same amount of time to letters and spaces alike.

Write five lines of each of the following words to hand to the teacher, using short sheets of paper, and putting just one group on a page. Do not erase, and hand in only perfect work.

hag ash had has gal all jag hag lag gas

Each page should appear as the one given below.

hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag
hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag
hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag
hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag
hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag hag

accuracy which almost universally characterizes / those who apply for positions and expect to make their way for at least some years by manipulating writing machines. It is not specially true of this city; it is so everywhere. The requirements for success as a typewriter operator are few. Absolute accuracy in striking the keys, correctness in spelling and punctuation, and the ability to follow either dictated words or written copy without error; and lastly, speed--these are the few, simple requisites, the like of which would be unhesitatingly demanded of the humblest artisan in any skilled occupation. 191

EXERCISE 21

TYPEWRITING—CONTINUED

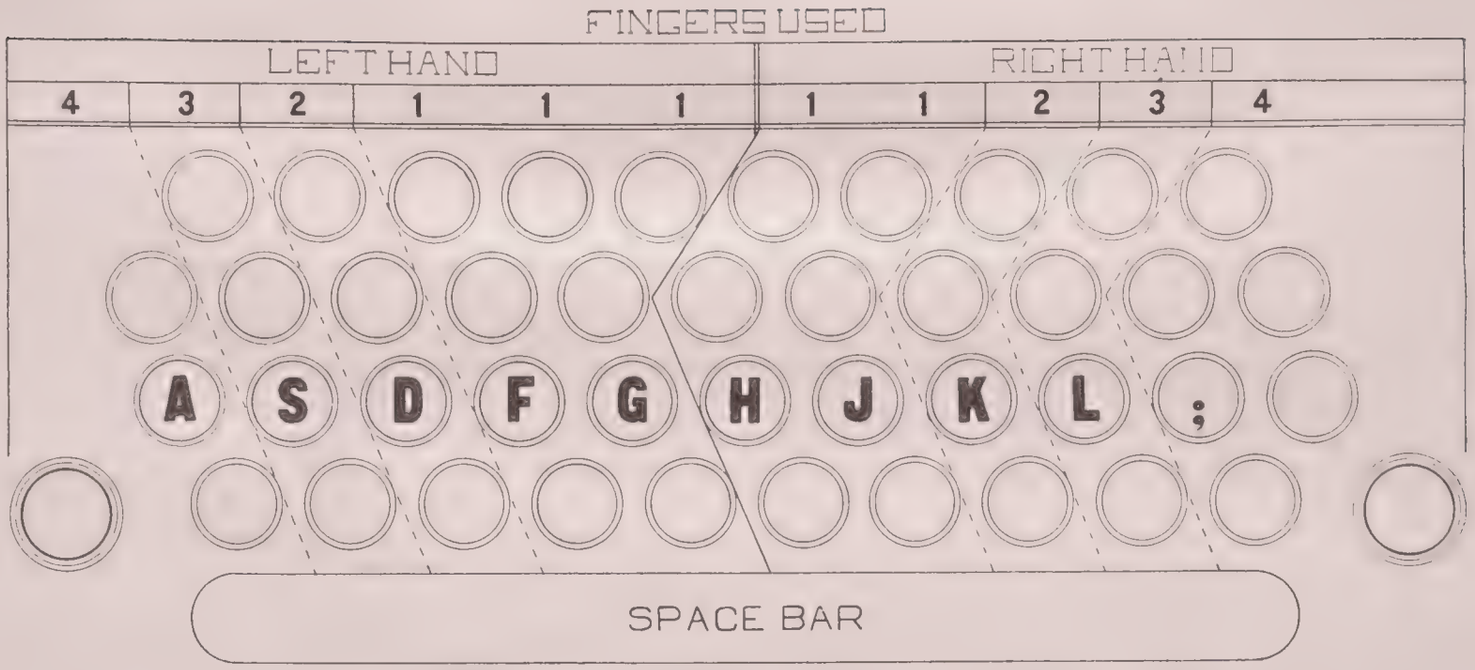
And yet there are not five persons in this city, probably not in the state, who can sit down in a stenographer's office, listen to his dictation of testimony, write eight hours and turn out eighty pages of perfect copy. Wrong letters struck, erasures, misspelled words, imperfect punctuation, ridiculous mistakes of the sense--how many typewriter operators can truthfully say they have not been guilty of these high crimes every day in the year? Some few there are, it is true, who can write a thousand pages without error, or if a mistake is made, resolutely pull out the page / and write it over again. And these are the disguised angels who make the life of a conscientious stenographer endurable. But how few and far between they are. The writer of this article has been in a typewriter atmosphere ever since the infancy of the machine; he has seen and used it almost daily, from the time of the old foot-treadle action, down to date. He has been an employe and an employer, and cannot remember of all the host of writers with whom he has been associated, in one way or another, more than three who could / do really first-class work. 204

EXERCISE 22

TYPEWRITING—CONTINUED

Yet if the right beginning is made, it is not difficult to attain perfection, and that means high wages, certainty of position and general good feeling. Let the beginner keep a dictionary at his elbow, and if need be, look at every word he writes, until he knows he can spell. Let him study a rhetoric until he can punctuate, and begin again every page on which an error of any kind can be found, and in a surprisingly short time he will become as sensitive to the presence of a mistake as to the obtrusion of a nail in / his shoe. Above all, should the typewriter endeavor to put himself in sympathy with the subject about which he is writing; on beginning a long case, he ought, as soon as possible, to try to understand what it is about, and to become interested in the story. This will reduce to a minimum the dreadful changes of sense and meaning which cause a court stenographer to wish he had never been born, when he hears the testimony read in court, and the witness says, ''I never said so.'' If one merely follows the words mechanically in writing from dictation, there / is no such thing as guarding against complete revolutions in the meaning. 212

LESSON 2



There are no new letters introduced in Lesson 2. Place the fingers in position on the home keys as in Lesson 1, and practice the words given below in combinations of two.

Write a perfect page as shown below:

```
ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad
ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad
ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad
ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad
ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad ask sad

lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag
lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag
lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag
lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag
lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag lad jag
```

Write the following words in combinations of two, as shown above, putting two groups on a page. Put five lines of the sentence given below on the last page.

```
add fag gag fad dash glad flag slash glass salad
a glad lad has a flag a glad lad has a flag a glad lad has a flag
```

EXERCISE 18

ADDRESS BY HON. R. G. HORR—CONTINUED

The business of the stenographer and the typewriter is daily increasing. It is a wonderful acquirement, that power of taking down words as fast as they are uttered. Amid the jargon and wrangles of congress, when half a dozen statesmen (God save the mark!) were on their feet all at once, all yelling like so many lunatics, I have seen these wonderful men, with their pencils flying, do their work so well that they would never miss a single foolish utterance or skip a single disgraceful word. As typewriters are the bane of poor spellers, so these shorthand writers are / the terror of public speakers. To have them come in and take down in cold blood just what a fellow does say,--''Aye, there's the rub.'' It's enough to make one's blood curdle even to think of it. I know the usual way out of the trouble is to get relief by abusing the reporter. I make this confession, however, here tonight. Up to date it is their accuracy that has gotten me into difficulty. I have suffered vastly more from their printing exactly what I did say than I have from their putting down what it seemed to them / I would better have said. 205

EXERCISE 19

ADDRESS BY HON. R. G. HORR—CONCLUDED

Have no fear of not getting something to do. The world is full of good places for all who can do good work. As civilization advances, women are constantly finding more avenues of labor thrown open to them. To do any kind of useful work and do it well is an accomplishment. To know how to run a house, and run it well, is as great an achievement as to do fine needle work or to decorate china. To know how to make good bread is often better than to know how to play on the piano. To know how / to serve a meal, as only some women can, is equal to the ability to strike ''high C'' in singing. To manage and teach a good school is akin to commanding an army. To be able to take down a letter as fast as dictated, and then transcribe it accurately, and neatly, is as important a piece of work as it is for the navy department to fail to catch the Itata. 172—811

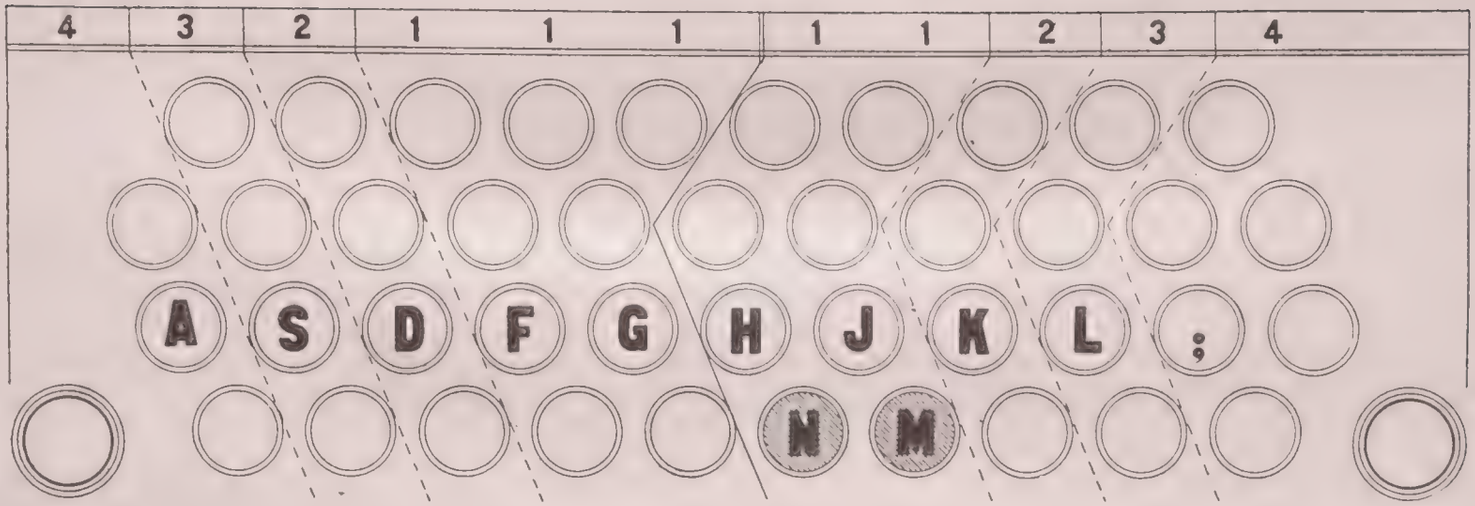
EXERCISE 20

TYPEWRITING

[The following was written by one of the reporters of the U. S. House of Representatives, a man who was previously editor of a daily paper in a large city, and later a prominent court reporter.]

If the statement should be made that of every one hundred printers, or carpenters, or bricklayers in this city, not five had even fairly learned their trades, it would be regarded as absurd and no credence would be given it. If a carpenter could not drive even half a dozen nails without breaking one or splitting the wood, he would be dismissed immediately. Yet, as the writer is asked to say something on the subject of typewriting, the prominent idea which intrudes itself beyond all others is the lamentable lack of training and disregard for

LESSON 3



This lesson introduces the letters *n* and *m*, which are struck with the first finger of the right hand. Watch the chart and lower the finger a little to the left of *j* for *n*, and a little to the right for *m*. Bring the finger back to *j* immediately after striking the letters.

Keeping the fingers in position on the home keys, and watching the chart carefully, slide the first finger down to *n*, back to *j*, then down to *m*, and back to *j*, learning the direction and distance from *j* to the two new keys. Remember there is to be no stiffness in the hands, and the fingers move independently of one another—only the first finger should move in this case, the *k*, *l*, and *;* fingers remaining on their respective keys.

Practice carefully the following exercise, bringing the first finger back to *j* immediately after each key is struck and spacing between each combination with the right thumb.

```
jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm
jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm
jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm
jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm jh jn jm
```

After the fingers have been trained to locate the new keys quickly and easily, write five lines of each line of words as given below, putting two groups on a page, as in Lesson 2.

```
an am and mad an am and mad an am and mad an am and mad an am and mad an
man nag ham fan man nag ham fan man nag ham fan man nag ham fan man nag
jam sand mask snag jam sand mask snag jam sand mask snag jam sand mask
slam hand sandal madam slam hand sandal madam slam hand sandal madam
```

Write five lines of each sentence given below, putting two groups on a page.

```
a madman had a sandal a madman had a sandal a madman had a sandal
madam has a mask and a fan madam has a mask and a fan madam has a fan
```

and ambition, but who receive about one-fourth of your salary, and that, too, in the face of more petty trials during the day than you have. There is much wisdom in the motto Edison gave a young boy just starting out in / the world, ''Don't look at the clock.''

Undertake your task willingly and brightly, and not as if you hated it. Do your very best, and you will learn to like your work for its own sake, and not as a mere means to an end. 145—556

EXERCISE 16

EXTRACT FROM AN ADDRESS BY HON. R. G. HORR TO SHORTHAND GRADUATES

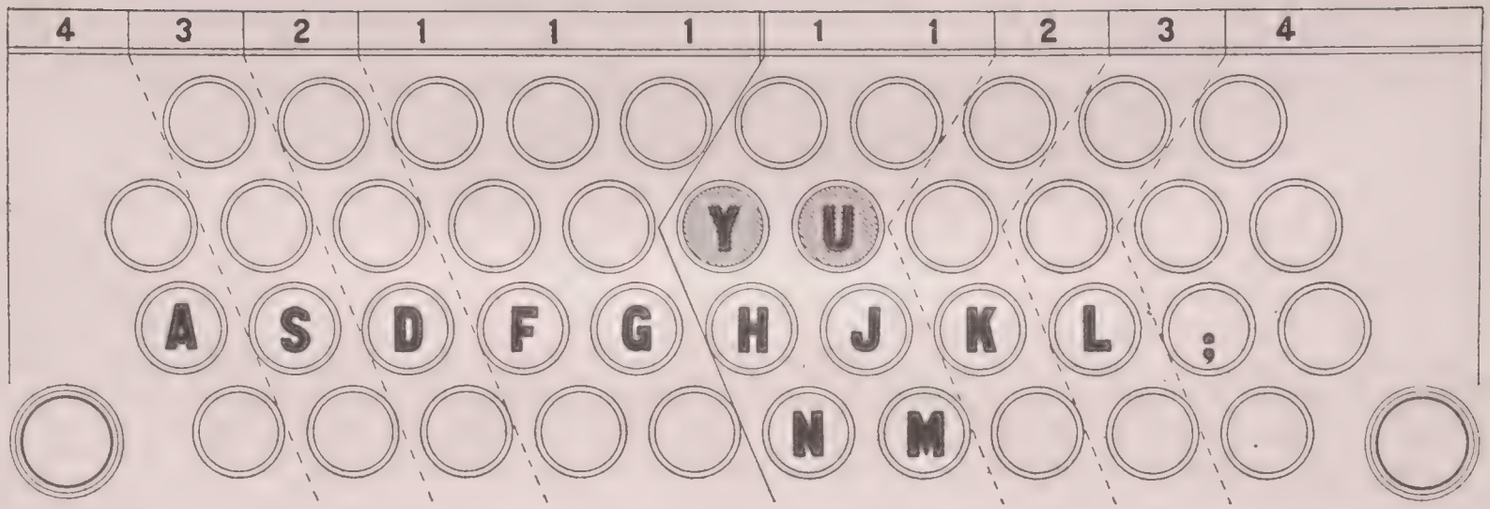
I am glad to be able to say a few words to this class of young men and young women who have just finished their course of study and practice for the purpose of learning how to work. The human race as a whole will never be able to get an honest living without some kind of labor. It is better for us all that we must work in order to live. I can conceive of no planet that could be filled with a more miserable set of human beings than to fill one up with a lot of do-nothings / -- with a mass of people who have no aim in life, nothing to do worth living for. Never cease to be teachable; always have the courage to say ''I do not know''--that is, when you do not know. Never assume to have knowledge that you do not possess. To attempt to explain anything that one does not clearly understand always leads to difficulty; confusion is sure to follow. Besides, in a world like ours, where there is so much to learn, it is really no evidence of unusual ignorance, once in a while, to say ''I do not know.'' / I doubt if in this large audience there are more than half a dozen of us who know everything.
219 219

EXERCISE 17

Address by Hon. R. G. Horr—Continued

Again, be modest in all your life-work. When you are working for a firm, do not claim to own all the property of the concern or intimate that you manage most of its affairs. It is not very desirable that you should consider yourself indispensable to the work you are doing. It is most fortunate, though, if you can make your employer feel that you are exceedingly useful. It is always better to work for a concern that is making money than for one that is losing it. It is the prosperous employer who can always treat his employes well. / Do not forget that you will be a confidential clerk for those that hire you. The secrets of physicians, the confidences reposed in lawyers, the utterances of the confessional, should be no more sacred than are the doings and sayings of those for whom you labor. Never betray those who trust you. This applies more especially to the young ladies of this class who will soon write confidential letters for so many people. I know there is an old adage that ''No woman can keep a secret.'' That is one of the lies that have come down to us from / the past. It surely has no truth in these days of lady stenographers and typewriters. 215

LESSON 4



This lesson introduces two more keys for the right first finger. These keys are reached by raising the finger to the keys in the row above the home keys. Look at the chart and see that it shows *y* and *u* above and a little to the left of *j*. Reach the right first finger up to *u*, and back to *j*, then up to *y* and back to *j*. Do not look at the keyboard to find these, but reach to them by looking at the chart and following the direction shown there. Do this a number of times until you have learned the direction and distance to the new letters, then practice the following exercise carefully, until you can write it easily and accurately, without any desire to look at the keyboard. Be sure to return the finger to its home key immediately after each letter is struck.

```
;j ;u ;j ;u ;j ;u ;j ;u ;j ;u ;j ;u ;j ;u ;j ;u ;j ;u ;j ;u ;j ;u ;j ;u
;h ;y ;h ;y ;h ;y ;h ;y ;h ;y ;h ;y ;h ;y ;h ;y ;h ;y ;h ;y ;h ;y ;h ;y
;j ;u ;h ;y ;j ;u ;h ;y ;j ;u ;h ;y ;j ;u ;h ;y ;j ;u ;h ;y ;j ;u ;h ;y
;j ;u ;m ;h ;y ;n ;j ;u ;m ;h ;y ;n ;j ;u ;m ;h ;y ;n ;j ;y ;m ;h ;y ;n
```

After the location of the keys is thoroughly learned, practice the following words until they can be written easily and evenly, giving the same amount of time to each stroke, and being careful to return the fingers to the home keys; then write five lines of each line of words as given below, putting two groups on a page.

```
us my amy any us my amy any us my amy any us my amy any us my amy any
may say jay sun may say jay sun may say jay sun may say jay sun may say
mud fun many funny mud fun many funny mud fun many funny mud fun many
hymn unduly flashy handy hymn unduly flashy handy hymn unduly flashy
```

Do not try for speed on this work, but rather take it slowly and accurately, letting speed come gradually with slow, careful practice.

Write five lines of the sentences given below, putting two groups on a page.

```
many a farm has sunny sandy land many a farm has sunny sandy land
a flashy man has funny fads a flashy man has funny fads
```

EXERCISE 13

HELPS FOR STENOGRAPHERS

The watchwords here, as in every other trade or profession, are industry, patience, and tact. Never consider that you are past learning, no matter how proficient you may be in your art. If you stumble over a new word that you have never written before, as you often will, make a note of it, and practice it as faithfully as you did your exercises in the beginning, and it will not surprise you again. Do not confine yourself to the technicalities of the work on which you are at present engaged, or to the rate per minute now required / of you--especially if it is below par. Do not get into a rut which it will be difficult for you to get out of, should you have to change. Be equally ready with all the words of your vocabulary, and keep up your speed. It may be required of you at any minute. In the process of a very slow and laborious dictation, do not engrave your notes, putting in unnecessary vowels, etc., simply to kill time. It is dangerous to use anything superfluous on principle, no matter how much time you have. Always aim to be as brief / as is consistent with legibility. 205

EXERCISE 14

Helps for Stenographers—Continued

Don't copy glaring errors because they are so in the copy, or so dictated. You should use your brains as well as your eyes in your work. If the dictator overtakes you, do not go blundering on from bad to worse (this is a common mistake of beginners), but ask for a second's pause. This will always be granted, and is far less humiliating than to find gaps in your work which you are unable to fill. Do not turn out a crude letter which a little care will set right. Turn into correct form the bad grammar, tautology, or / involved expression. It will improve the letter and help you. On the other hand,if too much is assumed, there is danger of a gentle reminder from your employer that he knows what to say and how to say it better than you do. Happy is the stenographer who can delicately steer between self-assertion and intelligent appreciation of what is meant.

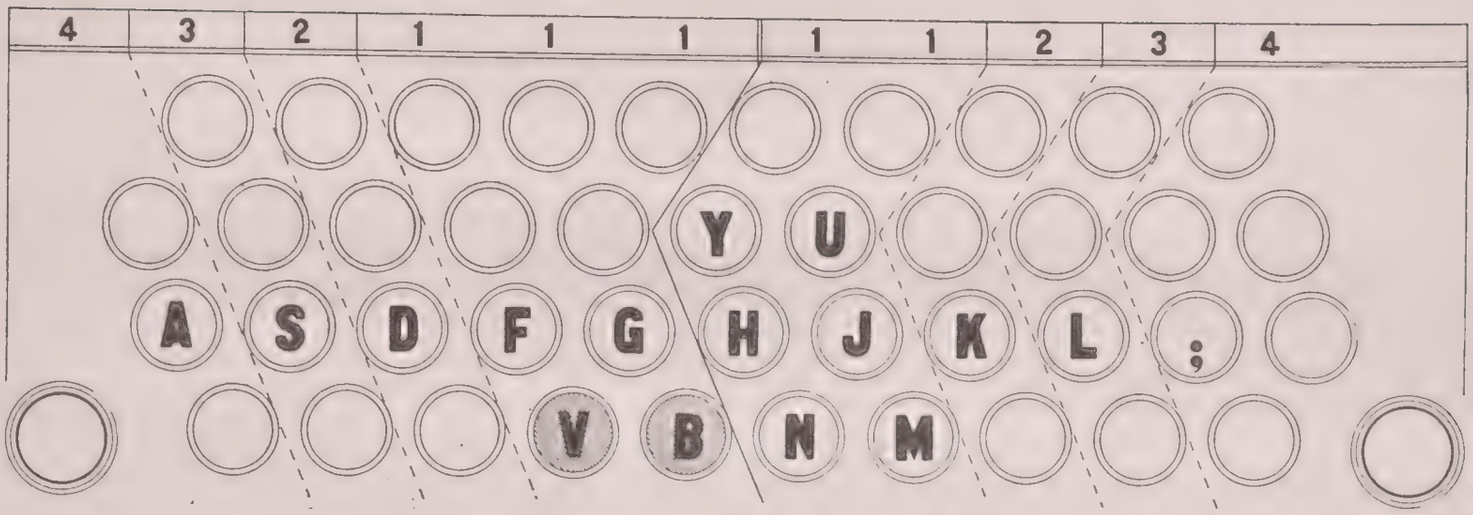
Take the home spirit of order and cleanliness with you to the office. Keep your own desk and other desks in the room neatly arranged, and supplied with clean inkstands and sponge cups, fresh ink, pens, blotters, etc. These / little offices will not be unappreciated. 206

EXERCISE 15

Helps for Stenographers—Continued

You cannot always count on a strict observance of business hours as can the clerk with ordinary routine work. This is very trying, especially if you lead a busy life outside the office. But when you are inclined to be discontented and rebellious at being "kept in," just think of others who have, perhaps, your youth and intelligence

LESSON 5



The two keys *v* and *b* are introduced in this lesson. As is shown on the chart, they are located below and a little to the right of *f* and *g*, and are struck with the first finger of the left hand. Learn the reaches to these keys as they were learned in Lesson 3, bringing the finger back to *f* immediately after striking each of the other letters. The following exercise will give the necessary practice in learning the location of the keys.

```
fg fv fg fv fg fv fg fv fg fv fg fv fg fv fg fv fg fv fg fv fg fv fg fv
fg fb fg fb fg fb fg fb fg fb fg fb fg fb fg fb fg fb fg fb fg fb fg fb
fg fv fg fb fg fv fg fb fg fv fg fb fg fv fg fb fg fv fg fb fg fv fg fb
```

When the locations of these keys have been learned thoroughly, practice the following words, and write five lines of each line of words, putting two groups on a page, as in Lesson 4.

```
buy bug van bad buy bug van bad buy bug van bad buy bug van bad buy bug
bay hub nab sun bay hub nab sun bay hub nab sun bay hub nab sun bay hub
java bank jabs navy java bank jabs navy java bank jabs navy java bank
blank blush vandal flabby bland blush vandal flabby bland blush vandal
```

Practice the sentences given below, and write five lines of each, putting two groups on a page.

```
vandal subs sank a navy vandal subs sank a navy subs sank a navy
a van hauls many blanks all day a van hauls many blanks all day
```

EXERCISE 10

WORKING OVERTIME.--It is often necessary to remain a little longer than the regular business hours, when there is extra work to be done. The stenographer ought to be willing to do this extra work without complaining. In most positions there are days on which there is enough less work to make the average right. Try to take an interest in your employer's business in such matters and do as you would if it were your own business. Be careful of your health, however, and if you find there is too much of this kind of work in the office, talk it / over with your employer before looking for employment elsewhere. It is not advisable that one should do much extra work evenings for himself or others, unless his work is very light during the day. While one may not feel any ill effects at the time, he probably will in the years to come. 153

EXERCISE 11

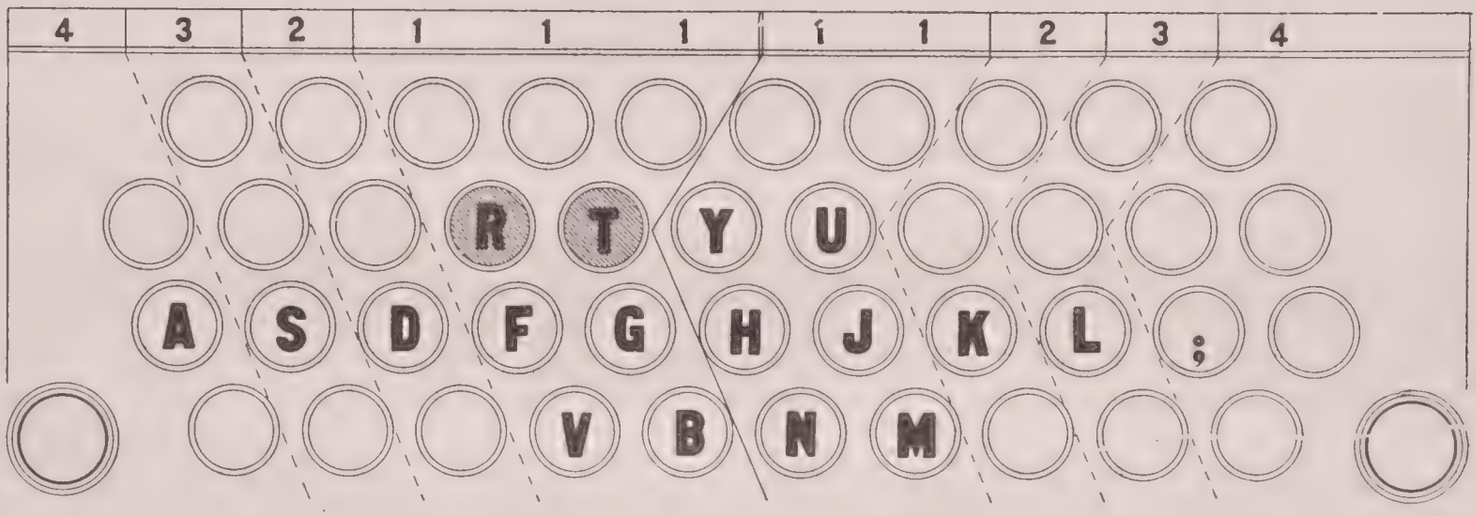
BE WILLING TO WORK.--Proficiency in shorthand, as well as in any other art or science, does not come without hard work. The person who expects to sit idly and absorb the subject as a sponge does water, could utilize his time in some other way to better advantage. And work does not cease with the learning of shorthand. He who would be successful, in this as in other lines of business, must be willing to do all that is expected of him, and more. There are two classes of willing workers; some persons are always ready to do work which they are asked / to perform, while others do not wait to be directed, but find work to do. Of the willing workers, the former class earn just about what they are paid, while the latter, by extra effort, earn more than they are paid, consequently they are always the first to be promoted and the last to be discharged. 156

EXERCISE 12

BUSINESS COURTESY

Courtesy, as well as good business policy, demands that every letter upon business matters should receive a prompt answer--even in cases where the writer, discoursing for his own interest alone, forgets to enclose the necessary stamp for an answer. By attention to letters received, friendships are formed that often prove valuable in a pecuniary way. A stranger who receives a prompt and courteous answer to his letter naturally concludes that the writer must be the right kind of a person to deal with; and even if no immediate results from the correspondence are shown, they are likely to appear / in after years; while a neglect of this slight courtesy betokens carelessness or indifference apt to provoke unpleasant and antagonistic feelings. Answer every civil letter that you receive, unless, from the nature of the case, no answer is expected. 139

LESSON 6



This lesson introduces two more keys for the left first finger, *r* and *t*. Learn the reaches to these keys as you did in the preceding lessons, and practice the finger exercise, keeping your eyes on the chart and finding the new keys by touch.

```
fg fr fg fr fg fr fg fr fg fr fg fr fg fr fg fr fg fr fg fr fg fr fg fr
fg ft fg ft fg ft fg ft fg ft fg ft fg ft fg ft fg ft fg ft fg ft fg ft
fg fr fg fv fg fr fg fv fg fr fg fv fg fr fg fv fg fr fg fv fg fr fg fv
fg ft fg fb fg ft fg fb fg ft fg fb fg ft fg fb fg ft fg fb fg ft fg fb
fg fr fv fb ft fg fr fv fb ft fg fr fv fb ft fg fr fv fb ft fg fr fv fb
```

After the locations of these new keys have been learned so that they may be found easily and without desire to look at the keyboard, practice the following words carefully, then write five lines of each line, putting two groups on a page.

```
tub rub tug rug tub rub tug rug tub rub tug rug tub rub tug rug tub rub
but far vat aft but far vat aft but far vat aft but far vat aft but far
grab flat tally trunk grab flat tally trunk grab flat tally trunk grab
trust grand thanks rattan trust grand thanks rattan trust grand thanks
```

Practice the sentences given below, following directions given in preceding lessons.

```
a man lugs a rattan trunk a man lugs a rattan trunk a man lugs a trunk
a bad talk falls flat at a grand rally a bad talk falls flat at a rally
```

books, to gain all the information possible about the business or profession in which he is engaged. The more general knowledge he has concerning his work, the more valuable will be his services. 88

SPELLING, PUNCTUATION, CAPITALIZATION, LANGUAGE.--Probably more shorthand students fail from ignorance of these subjects than from / lack of skill in typewriting and shorthand. No one can expect to succeed in this line of work and hold a position of any importance, unless he is qualified to spell, punctuate, and capitalize correctly, as well as write the English language with a reasonable degree of accuracy. A knowledge of these subjects should be acquired in the public schools, but if they have been neglected, or for any reason the student is deficient in them, he should lose no time in thoroughly qualifying himself. 97—185

EXERCISE 8

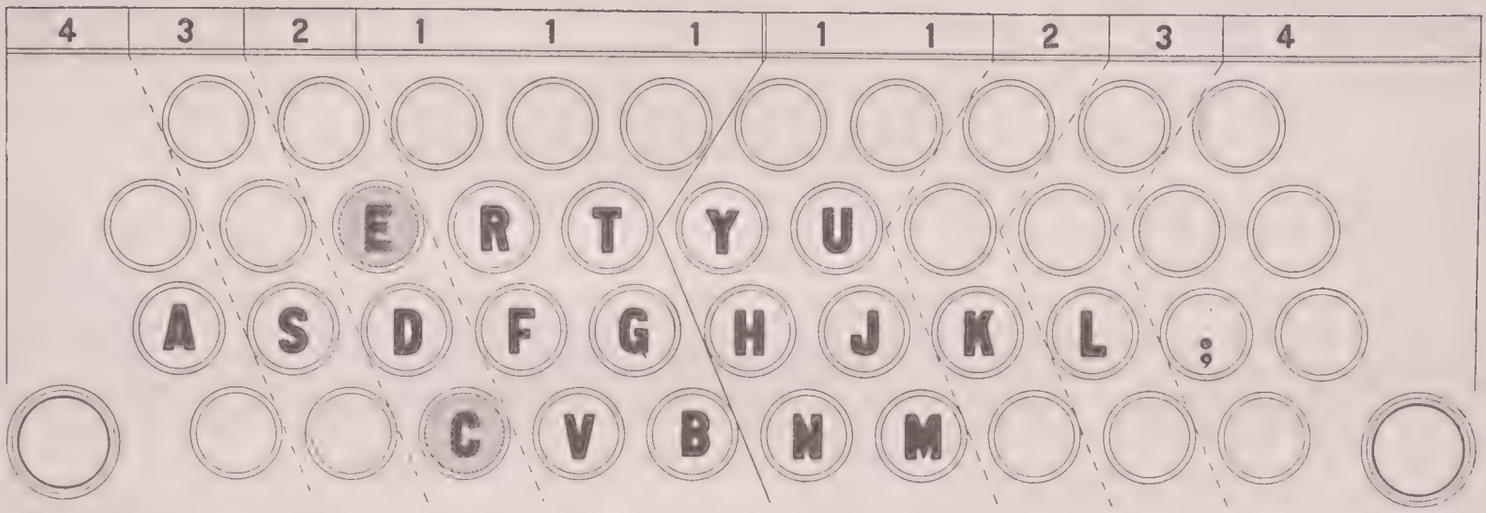
COURT REPORTING.--There are many things about court reporting that must be learned from actual experience, but one may in advance become familiar with legal forms and terms, filing and inscribing documents, etc. The young court reporter should understand in advance that everything in a case should be reported, especially objections of attorneys, these perhaps being next to testimony in importance. When exhibits have been made of papers, documents, etc., marked ''Exhibit A,'' ''Exhibit B,'' etc., they should be noted in the order in which they are produced in evidence. Memoranda should also be made of all articles offered in evidence. 99

GOOD CHARACTER.--Integrity / and good character are often of as much value in a position as technical knowledge. While one may do good work for a time, if his habits are not right outside of the office he is not likely to continue to do so. An employer, as a rule, soon learns in a general way what are the habits of his office employes, and is governed accordingly. No good business man desires to keep long in his service a young man who is out late nights, in questionable company or places, even if he does his work well through the day. / If you would be successful, form correct habits, keep reasonable hours, and preserve your integrity of character. 118—217

EXERCISE 9

MISCELLANEOUS DUTIES OF A STENOGRAPHER.--The shorthand writer should not be particular to ask the question, ''Is this a part of my work?'' when he sees things that ought to be done. There are many things needing attention about a business office which the stenographer ought to be willing to do if he has the time. Do not be afraid of these extras. The doing of some extra work will cost you nothing, and will certainly tend to make your services more valuable and more highly appreciated. It is by doing things that are not expected and doing well what is expected, that one wins / favor and advancement in a position. Try to become thoroughly informed in all affairs connected with the business, so that you may do your work more intelligently and be able to give information to others. 135

LESSON 7



This lesson introduces new keys for the left second finger, *e* and *c*. Notice that *e* is a little to the left on the row above, and *c* is a little to the right on the row below *d*, and both are taken with the *d*, or second finger. Raise the second finger from *d* to *e*, finding the key by the location on the chart, and do not look at the keyboard. Bring the finger back to *d* immediately. Do this a number of times, then lower the finger to *c* and back to *d*, until the reaches to these two new keys are learned.

Practice the following exercises, striking the second finger only, and keeping the other fingers lightly touching their home keys.

```
de dc de dc de dc de dc de dc de dc de dc de dc de dc de dc de dc de dc
de dc de dc de dc de dc de dc de dc de dc de dc de dc de dc de dc de dc
cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce
cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce cd ce
```

After the locations of these letters have been learned carefully, practice the following words, then write five lines of each line, putting three groups on a page, instead of two as in preceding lessons.

```
act can end are act can end are act can end are act can end are act can
her due get let her due get let her due get let her due get let her due
the earn cent came the earn cent came the earn cent came the earn cent
care city call cage care city call cage care city call cage care city
cream crate cedar cease cream crate cedar cease cream crate cedar cease
center recent clear cause center recent clear cause center recent clear
```

Practice and write the sentences as in preceding lessons.

```
let her act as the judge  let her act as the judge  let her act as judge
the recent scare caused much care thereafter  the scare caused much care
```

EXERCISE 5

SHORTHAND AND TYPEWRITING.--No matter how good a stenographer one becomes, if he is not a rapid and accurate typewriter operator, his services will prove of little value in a business office. These two branches go hand in hand, and one should be an aid to the other; but skill in typewriting without shorthand may perhaps be made more useful than a knowledge of shorthand without corresponding ability in typewriting. 67

SHORTHAND AND BOOKKEEPING.--A knowledge of bookkeeping is often found to be of much value to the shorthand writer, especially in offices where there is not enough shorthand work to employ a stenographer the entire time, / and it is desirable that he should also keep the books. Any stenographer will find the knowledge of bookkeeping, business forms, and business customs, acquired by taking a course in bookkeeping, of service to him in his shorthand work. 72

COMMON SENSE is a faculty that may be used to great advantage in shorthand and typewriting work. If the amanuensis writes from his notes ''We will expect you ''hear'' on the 14th inst.,'' etc., his common sense should have taught him to spell the word h-e-r-e. Before handing in his copy for approval, the operator should carefully read it himself, looking / for errors in spelling, punctuation, capitalization, and such mistakes in the words as are referred to above. 76—217

EXERCISE 6

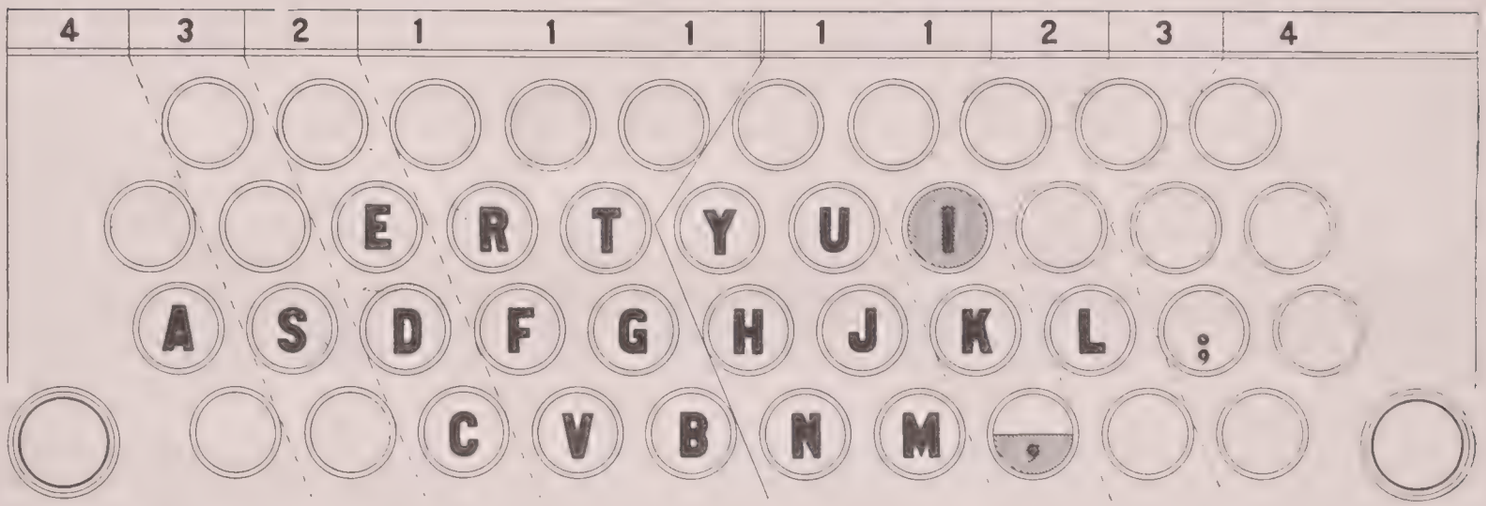
IF YOU DO NOT UNDERSTAND A PHRASE DICTATED, ASK THAT IT BE REPEATED.--It will usually prove more satisfactory to both the stenographer and the one dictating, if words not understood are repeated at the time. The dictator will prefer, as a rule, to be interrupted and repeat what he has said rather than be obliged to supply deficiencies in the transcript. Of course it is well to avoid interruptions as much as possible, but more annoying to have to supply numerous omissions in the typewritten copy. 74

PHYSICAL EXERCISE.--Young men and women employed in offices usually have little recreation connected with their regular duties, and should therefore take special pains to exercise enough outside / of the office to keep in good health. One will do better work and live longer if he has good digestion. Almost any one can take a long walk each day, if no other kind of exercise. This will give him fresh air, and walking is also excellent exercise for a person of sedentary occupation. ''Good health is above wealth.'' 86—160

EXERCISE 7

BOOKS OF REFERENCE.--A stenographer in a business office should have, where they are readily accessible, a good dictionary, a list of abbreviations, an atlas or gazetteer, a postal guide, and such other books as he finds the needs of his business demand, to aid him in his shorthand work. One should also read magazines, trade journals, and

LESSON 8



This lesson introduces the letter *i* and the *comma,* both of which are struck with the right second or *k* finger. Keeping the eyes turned to the chart, raise the finger a little to the left to *i,* and back to *k,* then lower it a little to the right to the *comma,* and back to *k.* Do this a number of times, until you have learned the locations of these keys, then practice the following exercise, striking the keys with finger action. Do not move the other fingers, keeping them on the home keys as in preceding lessons.

```
ki k, ki k, ki k, ki k, ki k, ki k, ki k, ki k, ki k, ki k, ki k, ki k,
,k k, ,k k, ,k k, ,k k, ,k k, ,k k, ,k k, ,k k, ,k k, ,k k, ,k k, ,k k,
ik i, ik i, ik i, ik i, ik i, ik i, ik i, ik i, ik i, ik i, ik i, ik i,
```

When the locations of these keys are thoroughly learned, practice the following words until they can be written with finger action and without error, then make perfect pages as per instructions in Lesson 7.

```
his bit aid him his bit aid him his bit aid him his bit aid him his bit
its did give mint its did give mint its did give mint its did give mint
hive hint flint frisk hive hint flint frisk hive hint flint frisk hive
cringe given chain entire cringe given chain entire cringe given chain
finish either arrive until finish either arrive until finish either
think until claim begin think until claim begin think until claim begin
```

Write the sentences given below, as in preceding lessons.

```
after finishing the five sentences, as given, begin again  begin again
his aid made an entire change in the final race  his aid made a change
```

Don't be wasteful of other people's property. Be as saving in the use of your employer's stationery, gas, electricity, and other articles costing him money, as if you had to pay the bills. Besides, the habit of wastefulness thus cultivated will prove a positive drain upon your own financial resources. 50—184

EXERCISE 3

BE PROMPT.--As a rule, the most successful business men are prompt in keeping business engagements and in all business affairs. Form habits of promptness early in life, and you will not only be able to serve others better,but will find this habit of great value to you in business, all through life. 52

PRESERVE YOUR SHORTHAND NOTES.--Shorthand notes of all work of consequence should be preserved and filed. This is often a matter of great importance; and as one can not always tell in advance what notes may be needed, it is perhaps well to make it a rule to preserve all shorthand notes. / 48

SELF-RELIANCE.--Learn early in your shorthand work to depend upon yourself. This is applicable in a business sense as well as in the technical learning of the subject. Depend upon yourself as far as you can in reading your shorthand notes. Try to make a success of shorthand with as little aid as possible from others. 55

TRY TO SUIT YOUR EMPLOYER.--Most business men have their own ways of doing business and prefer to have employes conform to their methods. It is advisable that the stenographer should do so, at least until he is well enough acquainted with his employer to feel sure that it is / safe to suggest better methods. 50—205

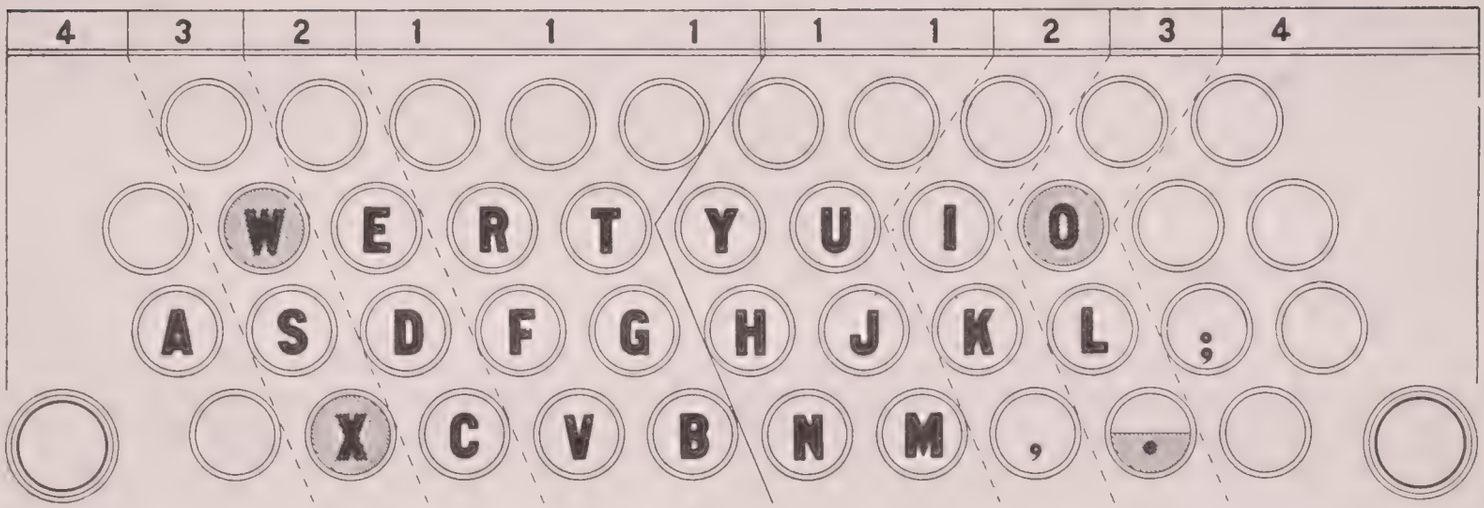
EXERCISE 4

THE TRANSCRIPT is what indicates the stenographer's ability. Neither his employer nor the public sees his shorthand notes, or cares anything about them, providing he is able to read them and present a neat and correct typewritten transcript. The typewriting should not only be mechanically right, but all errors of construction discovered while transcribing should be corrected. 57

QUALIFICATIONS FOR OFFICE WORK.--As a rule, the person who would make a good general clerk in an office, makes the best stenographer. There are many matters of detail connected with shorthand and typewriting work, which make it very desirable that the stenographer should have a general / knowledge of office work and business customs. One who does not possess these qualifications should acquire them as soon as possible. 64

EMPLOYMENT.--''The Lord helps those who help themselves.'' Do not depend entirely upon some one else to secure you a position. Assure yourself that you can do good work and then confidently ask for employment. There are plenty of business men ready and glad to employ competent help, and, if you are of this class, in order to succeed it is only necessary to secure an opportunity to prove your worth. 70—191

LESSON 9



The new letters for the third fingers, *w* and *x* for the left, and *o* and *period* for the right, are introduced in this lesson. Much practice will be needed to get these fingers to work as easily as the others, but with practice on the exercises and words given in this lesson, together with particular attention to the exercises in finger gymnastics, which must be used each day before the practice work on the machine, these fingers will work just as easily as the others.

Keeping the fingers in position on the home keys, and watching the chart carefully, practice the reaches from *s* to *w*, returning the finger to *s*, then to *x* and back to *s*. Do the same with the right hand, reaching up to *o* and back to *l*, then down to the *period* and back to the home key.

After learning these reaches carefully, practice the following exercise, being careful to use only the third fingers, and keeping the other fingers close to the home keys.

```
sa sw sa sw sa sw sa sw sa sw sa sw sa sw sa sw sa sw sa sw sa sw sa sw
sa sx sa sx sa sx sa sx sa sx sa sx sa sx sa sx sa sx sa sx sa sx sa sx
sw sx sw sx sw sx sw sx sw sx sw sx sw sx sw sx sw sx sw sx sw sx sw sx
l; l. l; l. l; l. l; l. l; l. l; l. l; l. l; l. l; l. l; l. l; l. l; l.
l; lo l; lo l; lo l; lo l; lo l; lo l; lo l; lo l; lo l; lo l; lo l; lo
lo l. lo l. lo l. lo l. lo l. lo l. lo l. lo l. lo l. lo l. lo l. lo l.
sw lo sx l. sw lo sx l. sw lo sx l. sw lo sx l. sw lo sx l. sw lo sx l.

lax was got lot lax was got lot lax was got lot lax was got lot lax was
torn look oxen worn torn look oxen worn torn look oxen worn torn look
for few how fox for few how fox for few how fox for few how fox for few
excess woven axiom mixed excess woven axiom mixed excess woven axiom
maxim waxen extend woolen maxim waxen extend woolen maxim waxen extend
expose relax vexed coaxed expose relax vexed coaxed expose relaxed vexed
```

After the above exercises have been practiced carefully, write five lines of each line of the following exercise, putting three groups on a page. Also write the sentences as in preceding lessons.

```
they coaxed the fox out of the woods. they coaxed the fox out the woods
where there is a will there is a way, is an excellent maxim.
```

Hints to Stenographers and Practice Exercises

The following chapter, embracing original and selected suggestions, advice, experience of others, etc., will afford excellent copy for dictation to shorthand students and practice in typewriting. The words have been counted (exclusive of headings) for that purpose. The shorter articles are grouped together, and the longer ones are divided so as to make exercises of convenient length. Diagonal lines separate the words into groups of one hundred each.

It is hoped the student may find the advice and experience here given both interesting and helpful.

EXERCISE 1

Study your machine and try to know all about it, but never take it apart for that purpose. 18

All typewriting work, as a rule, should be on one side of the paper only, and the pages numbered. 19

Write initials and names in longhand, instead of shorthand, and be particular to get them correct. 16

A common steel file makes a good pencil sharpener, and using it will avoid soiling the fingers. 17

Remember that the better your work, the higher commercial value business men will place upon it. 16

Have a separate pen for red ink, and never use it for black ink, / or wipe it on the black ink pen-wiper. 22

Write at first only as fast as you can write correctly. It is better that you should write two words without error than twenty with mistakes. 26

Write thoughtfully, and if you have sufficient education to recognize grammatical errors, should any exist, you may then make corrections in the transcript. 23

To acquire speed and accuracy in typewriting, write the same thing over and over many times, endeavoring to write it each time without a single error. 26

Typewriting paper should not be left around so it will get soiled, or its corners rolled, but / should be kept in an orderly way, where it will be protected. 29—212

EXERCISE 2

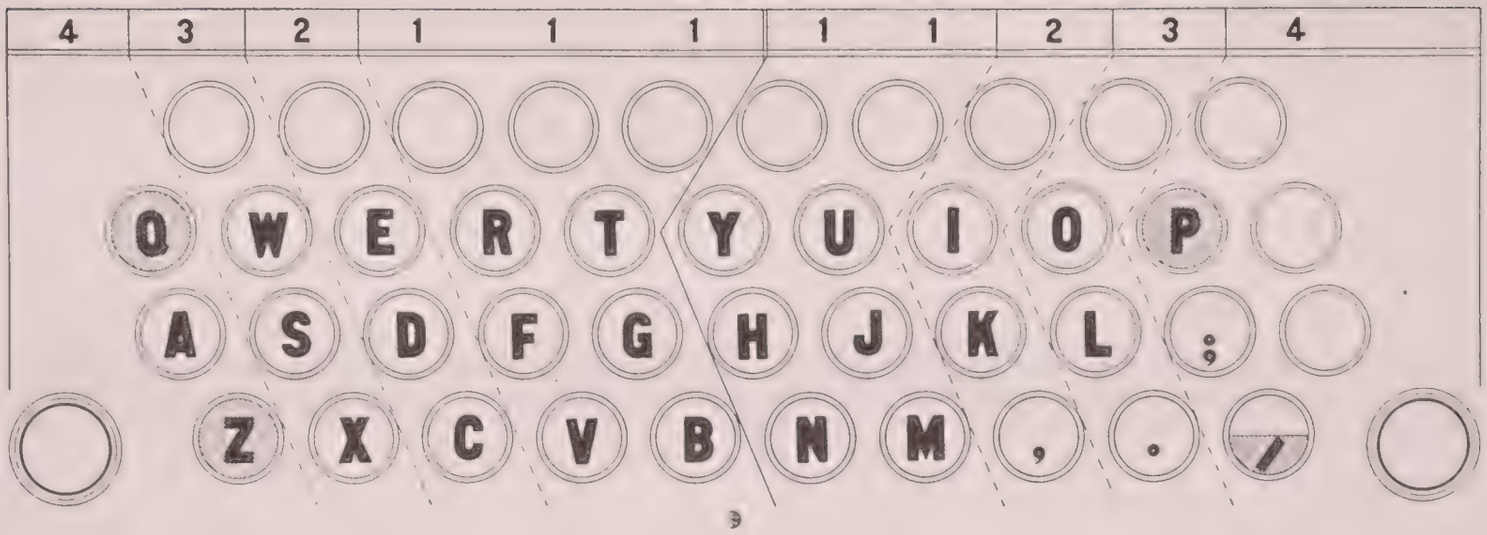
A sponge in a small cup, and as full of water as possible, makes the best pen-wiper. A small piece of chamois skin is perhaps best for a gold pen. 30

Keep the type of the machine clean so that it always makes a clear impression. As soon as you notice the impression of an o, e, or other letter blurred, it is time to clean the type. 37

Endeavor to understand the meaning of every sentence written in shorthand, before writing it on the typewriter. Think while you write, and use your common sense; do not be a mere machine. 32

Many / shorthand students have failed by devoting most of their time and energy to shorthand, thinking they could learn typewriting without much effort. Typewriting, as well as shorthand, requires faithful, hard work and much practice. 35

LESSON 10



The letters to be struck with the fourth fingers, *q* and *z* with the left, and *p* and / with the right, are given in this lesson. These fingers, as all others, must be used independently, the others remaining in position close to the home keys, and the wrist and arm in an easy position with no stiffness in either.

Keeping the first, second, and third fingers in good position, practice the following exercise until the fingers are well under control, always returning them to the guide keys *a* on the left, and *;* on the right.

```
aq az aq az aq az aq az aq az aq az aq az aq az aq az aq az aq az aq az aq az
;p ;/ ;p ;/ ;p ;/ ;p ;/ ;p ;/ ;p ;/ ;p ;/ ;p ;/ ;p ;/ ;p ;/ ;p ;/ ;p ;/
aq ;p aq ;p aq ;p aq ;p aq ;p aq ;p aq ;p aq ;p aq ;p aq ;p aq ;p aq ;p aq ;p
az ;/ az ;/ az ;/ az ;/ az ;/ az ;/ az ;/ az ;/ az ;/ az ;/ az ;/ az ;/ az ;/
```

After practicing each of the following words, write five lines of each line, putting three groups on a page.

```
zeal zone quiz part zeal zone quiz part zeal zone quiz part zeal zone
past paid upon pique past paid upon pique past paid upon pique past
quire equal quite zinc quire equal quite zinc quire equal quite zinc
quick eaze qualm gaze quick eaze qualm gaze quick eaze qualm gaze quick
freeze quartz piazza quarry freeze quartz piazza quarry freeze quartz
quarter squeeze quandary seizure quarter squeeze quandary seizure
```

The following sentences should be practiced and written for approval according to directions given in preceding lessons.

```
he quickly passed through the safety zone without a qualm.
his zeal in the quiz paid well. his zeal in the quiz paid well.
```

MISCELLANEOUS.

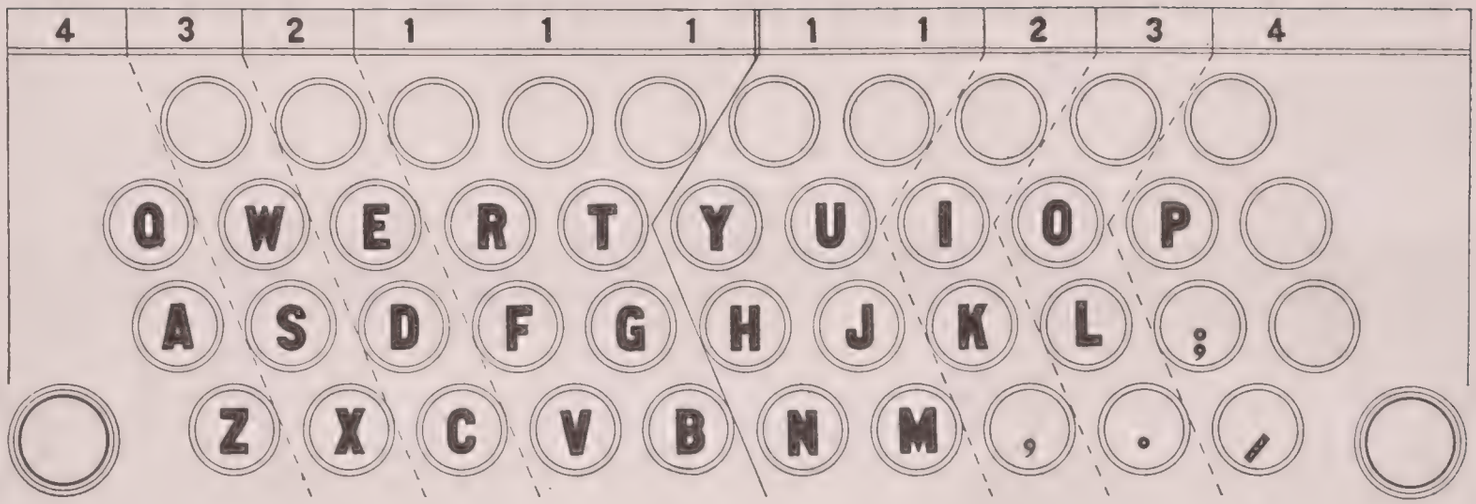
Ad libitum (at pleasure).....ad lib.
Alley .....Al.
American .....Am. or Amer.
Anno Domini (in the year of our Lord) .....A. D.
Anonymous .....Anon.
Answer .....Ans.
Arithmetic .....Arith.
Avenue .....Av. or Ave.
Borough .....Bor. or bor.
Christmas .....Xmas.
Corresponding Secretary ..Cor. Sec.
Corner .....Cor.
County .....Co. or co.
Court House .....C. H.
District .....Dist.
East,..E.; West,..W.; North,..N.; South .....S.
Executive Committee .....Ex. Com.
God willing (*Deo volente*)....D. V.
Id est (that is).....i. e.
Incognito (unknown).....Incog.
Island .....Isl.
Lake .....L.
Manuscript .....MS. (*pl.* MSS.)
Mountain or Mount ..Mt. (*pl.* Mts.)
Postscript .....P. S.
Pro tempore (for the time).pro tem.
Railroad .....R. R.
Recording Secretary .....Rec. Sec.
River .....R.
Secretary .....Sec.
Senior .....Sr. or Sen.
Street or Saint .....St. (*pl.* Sts.)
Take Notice .....N. B.
Township .....tp.
Videlicet (namely) .....viz.
Young Men's Christian Association .....Y. M. C. A.

ABBREVIATIONS OF STATES

Alabama, *Ala.*
Alaska Ter., *Alaska T.*
Arizona, *Ariz.*
Arkansas, *Ark.*
California, *Calif.*
Colorado, *Colo.*
Connecticut, *Conn.*
Delaware, *Del.*
District Columbia, *D. C.*
Florida, *Fla.*
Georgia, *Ga.*
Idaho, *Idaho.*
Illinois, *Ill.*
Indiana, *Ind.*
Iowa, *Iowa.*
Kansas, *Kan.*
Kentucky, *Ky.*
Louisiana, *La.*
Maine, *Me.*
Maryland, *Md.*
Massachusetts, *Mass.*
Michigan, *Mich.*
Minnesota, *Minn.*
Mississippi, *Miss.*
Missouri, *Mo.*
Montana, *Mont.*
Nebraska, *Neb.*
Nevada, *Nev.*
New Hampshire, *N. H.*
New Jersey, *N. J.*
New Mexico, *N. Mex.*
New York, *N. Y.*
North Carolina, *N. C.*
North Dakota, *N. Dak.*
Ohio, *Ohio.*
Oklahoma, *Okla.*
Oregon, *Oregon.*
Pennsylvania, *Pa.*
Rhode Island, *R. I.*
South Carolina, *S. C.*
South Dakota, *S. Dak.*
Tennessee, *Tenn.*
Texas, *Tex.*
United States, *U. S.*
Utah, *Utah.*
Vermont, *Vt.*
Virginia, *Va.*
Washington, *Wash.*
West Virginia, *W. Va.*
Wisconsin, *Wis.*
Wyoming, *Wyo.*

In the case of states having as short names as Ohio and Iowa, it is better not to abbreviate. In directing to country post offices, include the name of the county when it is known, as the names of many post offices are very similar. Always be careful that names of persons and post offices are correctly spelled.

LESSON 11



This lesson contains a list of words of two and three letters which are important because of their frequent occurrence. Although perhaps easier to write than longer words, close attention must be paid in practicing them to avoid unevenness of touch. The short words should not be written rapidly because they are short, but the same time must be given the letters and spaces, in short and long words alike.

After practicing carefully, write five lines of each line, putting four groups on a page.

```
at rap as vat by at rap as vat by at rap as vat by at rap as vat by at
wax be mix do lax wax be mix do lax wax be mix do lax wax be mix do lax
go tip he fix it go tip he fix it go tip he fix it go tip he fix it go
for if act is tap for if act is tap for if act is tap for if act is tap
in cut me fox no in cut me fox no in cut me fox no in cut me fox no in
vex oh now of for vex oh now of for vex oh now of for vex oh now of for
or owe on few to or owe on few to or owe on few to or owe on few to or
was up the we are was up the we are was up the we are was up the we are
```

Practice the sentences given below, then write five lines of each, putting three groups on a page.

```
a rat fell into the vat. a rat fell into the vat. a rat fell into the vat.
rap the sly fox on the head. rap the sly fox on the head. rap the sly fox.
tips are cut if we are lax. tips are cut if we are lax. tips are cut.
```

Classified List of Abbreviations

CHRONOLOGICAL.

TIME OF DAY.

Hour, h.; minute, min.; second, sec.
Forenoon (*ante meridiem*)....A. M.
Afternoon (*post meridiem*)...P. M.
Noon (*meridiem*).....M.

MONTHS.

Month, months.....mo., mos.
Last month (*ultimo*).....ult.
This month (instant).....inst.
Next month (proximo).....prox.

YEARS AND ERAS.

Year, years .....yr., yrs.
By the year (per annum)....per an.
Before Christ .....B. C.
Christian Era (*Anno Domini*) .A. D.

TITLES OF RESPECT AND COURTESY.

Mister .....Mr.
Messieurs (Fr. pl. for Mr.).Messrs.
Gentlemen .....——
Sir, Sirs .....——

Esquire, Esquires .....Esq., Esqs.
Madam .....Mad.
Madame (Fr.) .....Mme.
Mesdames (Fr. pl.).....Mmes.

Ladies .....——
Mistress (pronounced Missis)..Mrs.
Miss, Misses .....——
Master (a boy).....——

RELATING TO BUSINESS.

Account ..... acct.
Agent .....Agt.
Amount .....amt.
At or to (mercantile).....@, a.
Average .....av.
Balance .....bal.
Bank .....bk.
Barrel, barrels .....bl., bbl., bls.
Bill Book .....B. B.
Bills Payable .....B. Pay.
Bills Receivable .....B. Rec.
Bought .....bo't
Brother, Brothers .....Bro., Bros.
Brought .....brot.
Bushel .....bu.
By the .....per, P., p., or ℘.
Cashier .....Cash.
Cash Book .....C. B.
Cleared .....cld.
Charged .....chgd.
Company .....Co.
Collector .....Coll.
Commission .....Com.
Commerce .....Com.
Credit, creditor .....Cr.
Cent, cents .....ct., cts.
Clerk .....Clk.
Cash on delivery .....C. O. D.
Debtor .....Dr.
Ditto (the same) .....do.
Discount .....dis. or disc.
Dividend .....div.
Dollar, dollars .....dol., dols.

Dozen .....doz.
Draft .....dft.
Each .....Ea.
Errors excepted .....E. E.
Errors and omissions excepted..
.....E. & O. E.
Et cetera (and the rest)....etc., &c.
Foot or feet .....ft.
Forward .....For'd
Freight .....Fr't
Folio Cash Book .....F. C. B.
Gross .....gro.
Gallon .....gal.
Half .....hlf.
Handkerchiefs .....hdkfs.
Head .....hd.
Hogshead .....hhd.
Hundred .....hund.
Hundred weight .....cwt.
Interest .....int.
Invoice Book .....I. B.
Inch .....in.
Insurance .....Ins.
Invoice .....Inv.
Inventory .....Invt.
Journal .....Jour.
Journal Folio .....J. F.
Ledger .....Ledg.
Ledger Folio .....L. F.
Measure .....meas.
Merchandise .....mdse.
Memorandum .....mem.
Number, numbers .....No., Nos.

Ounce .....oz.
Package .....pkge.
Pages .....pp.
Pair .....pr.
Peck, pecks .....pk., pks.
Petty Cash Book .....P. C. B.
Paid .....pd.
Payment .....payt.
Pint, pints .....pt., pts.
Premium .....prem.
Per annum (by the year) ....per an.
Per cent. (by the hundred).... %.
Pennyweight .....pwt.
Pound, pounds .....lb., lbs.
Quart, quarts .....qt., qts.
Quarter, quarters .....qr., qrs.
Returned .....ret'd
Received .....rec'd
Receipt .....rec't
Schooner .....schr.
Sales Book .....S. B.
Sailed .....sld.
Shipment .....shipt.
Square .....sq.
Storage .....stor.
Steamer .....Str.
Sundries .....sunds.
Thousand .....M.
Tonnage .....ton.
Volume .....vol.
Weight .....wt.
Without deduction .....net
Yard, yards .....yd., yds.

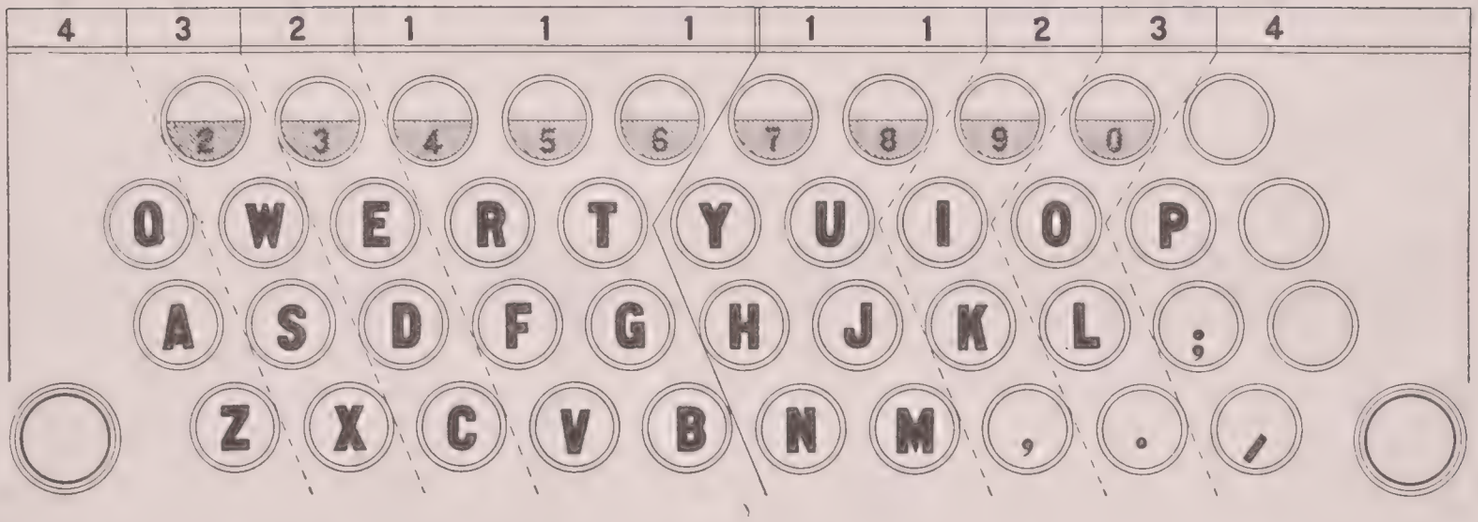
RELATING TO LAW AND GOVERNMENT.

Administrator .....Admr.
Administratrix .....Admx.
Against (*versus*).....v. or vs.
And others (*et alli*).....et al.
Assistant .....Asst.
Attorney .....Atty.
Captain .....Capt.
Committee .....Com.

Common Pleas .....C. P.
Congress .....Cong.
Defendant .....Deft.
General .....Gen.
Governor .....Gov.
Honorable .....Hon.
Justice of the Peace .....J. P.
Lieutenant General .....Lt. Gen.

Major .....Maj.
Member of Congress .....M. C.
Plaintiff .....Pltf.
Post Office .....P. O.
Post Master .....P. M.
President .....Pres.
Superintendent .....Supt.
Vice President .....V. Pres.

LESSON 12



The figures are introduced in this lesson, and are all found on the top row, with the exception of the figure *1*, which is made by striking the small letter *l*. The left fourth finger is not used on the top row, and the right only on the *hyphen*. The location of the figures must be learned and practiced thoroughly, so that the fingers reach to the figures and return to the home keys just as readily as to the letters. Keeping this in mind, practice carefully the exercises given below, then write five perfect lines of each line, putting three groups on a page.

```
sw2ws de3ed fr4rf fr5rf ft6tf sw2ws de3ed fr4rf fr5rf ft6tf sw2ws de3ed
s2s d3d f4f f5f f6f s2s d3d f4f f5f f6f s2s d3d f4f f5f f6f s2s d3d f4f
1 2 3 4 5 6 1 2 3 4 5 6 1 2 3 4 5 6 1 2 3 4 5 6 1 2 3 4 5 6 1 2 3 4 5 6

ju7uj ju8uj ki9ik lo0ol ;p-p; ju7uj ju8uj ki9ik lo0ol ;p-p; ju7uj ju8uj
j7j j8j k9k 1o1 ;-; j7j j8j k9k 1o1 ;-; j7j j8j k9k 1o1 ;-; j7j k9k 1o1
7 8 9 10 - 7 8 9 10 - 7 8 9 10 - 7 8 9 10 - 7 8 9 10 - 7 8 9 10 - 7 8 9

1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 10 1 2 3 4
0 9 8 7 6 5 4 3 2 0 9 8 7 6 5 4 3 2 0 9 8 7 6 5 4 3 2 0 9 8 7 6 5 4 3 2
3 7 5 1 6 2 8 4 9 3 0 3 7 5 1 6 2 8 4 9 3 0 3 7 5 1 6 2 8 4 9 3 0 3 7 5

24 36 47 58 19 28 37 49 50 68 73 92 86 41 680 963 483 602 597 693 502
24563 78091 62345 24356 87019 245634-3 487912-0 268473-2 495083-4
```

COPY FOR A PRINTER

It is very desirable that copy for printing be typewritten, as one can then see more nearly how the work will look in print, and will in most cases avoid many corrections in the proof, which might seem advisable to be made if the work were done from written manuscript. Many publishers will not accept pen-written copy. Write on one side of the paper only. Words to be printed in *italics* should be underscored with one line, with two lines for SMALL CAPITALS, and three lines for LARGE CAPITALS, and a waved line for **bold face.**

COPYING MANUSCRIPT

Form the habit of concentrating your mind on your work when copying from manuscript. One is likely to become listless and inattentive when the work is easy, and thereby make mistakes. Do the easiest work with the same care as the most difficult.

TYPEWRITING FROM DICTATION

It is well to practice typewriting from dictation as well as from copy. Some operators write rapidly enough to take ordinary dictation on the machine. Reporters dictate their notes to typewriter operators as a rule, and in some cases dictate alternately to two operators.

WHAT TO DICTATE

In writing shorthand from dictation to acquire speed, it is advisable to practice most upon the kind of work one expects to do in business. If a person intends to become an amanuensis and knows the line of work he is to follow, it is well to devote much time to writing business letters upon that branch of business. If he is to do legal or court work, he should practice upon the reports of court cases, questions and answers, pleadings of counsel, legal forms and court rulings, and later it would be well to visit the court room to secure actual practice. If he expects to become a general stenographer and do all kinds of shorthand work, he should read and write all kinds of literature, thus securing a general knowledge of various subjects, and practice upon the same from dictation. In practicing for speed, the student should not lose sight of the fact that *accuracy* is of more importance than speed, and he should write only as fast as he can write well. It makes little difference how fast one can write, if he is not able to read what he has written. The student, in practicing either shorthand or typewriting, should not trouble himself about speed until he has learned to write accurately.

TAKE AN INTEREST IN YOUR EMPLOYER'S BUSINESS

And in his property. Make his interests your own. Be as economical in the use of stationery and other materials as if you had to pay for them. Be faithful in little things as well as in more important matters, and it will as surely be noticed as it will if you are not. You can do many small acts to show that you are interested in your work, which will make your services, if not of more value to your present employer, recognized by others. It pays to do one's best at all times.

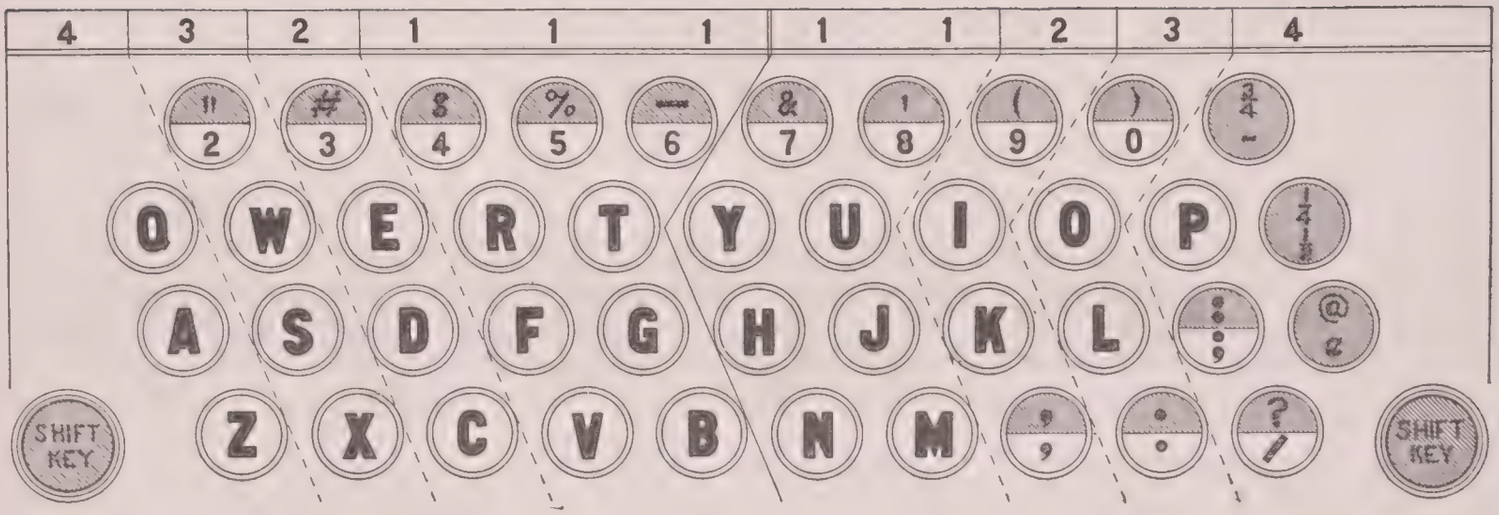
CONFIDENTIAL CLERK

No private secretary is more of a confidential clerk than the stenographer. All shorthand and typewriting business of his employer should be regarded as strictly confidential. *The amanuensis should not communicate, even to his best friends, information regarding his employer's business.*

WORTH OBSERVING

If you would be successful,—be active, be careful, be accurate, be earnest, be willing, be honest, be patient, be trustworthy, be truthful, be prompt, be cheerful, be diligent, be neat, be honorable, be observing, be economical, and you will be prosperous, happy, and well paid. Study the details of your employer's business and try to help him in every possible way. Be willing to do more than is expected of you; make your services indispensable. Be pleasant and agreeable; no one likes to have work done in an unwilling, surly manner. Keep things in order around your machine, desk, and office. Instead of endeavoring to see how little you can do and still get your salary, study rather to see how much you can do and how well, regardless of salary. A person who earns no more than he is paid is not likely to secure advancement.

LESSON 13



This lesson introduces the shift key, which should be struck with either fourth finger. Which fourth finger to use depends on which hand is needed for striking the characters or letters.

Much practice is necessary to acquire an easy use of the shift key, as the shift key and letter to be struck should go down at the same time in order that the writing be rhythmical, and that there shall be no loss of time. Practice the following exercises until they can be written easily, and without loss of time in the use of the shift key.

```
aA ;: sS lL dD kK fF jJ gG hH aA ;: sS lL dD kK fF jJ gG hH aA ;: sS lL
s2" d3# f4$ f5% f6_ j7& j8' k9 (l0) ;-¾ s2" d3# f4$ f5% f6_ j7& j8' k9(
```

After having acquired an easy use of the shift key on the above exercises, write five lines of each of the following lines, putting three groups on a page.

why? 25% thus: John's (26) #32 $7.05 1/2 text-book"Gazette" ¾" <u>underscored</u>

Your Accident Policy A. H. 11385 is inclosed herewith.

He is paying $42.00, but will be paying at least $50.00 after May 15.

Your Claim #48397 referred to in our letter of the 16th, our Claim #65926.

Cut #580693 14'2" long, and ship by B & O Ry. as soon as convenient.

The coat cost $97.75--1/3 less than prices before the big sale, July 15.

KEEPING THE MACHINE IN ORDER

The experienced operator of a typewriter should possess enough mechanical ingenuity to keep his machine in good order and make ordinary repairs himself. One may develop capacity in this direction by making a careful study of the mechanism of the machine and endeavoring to repair it when out of order, using care not to injure the machine. A machine adjusted for the use of one person and carefully watched and cared for will do better work for him than for any one else. The average writer may at least keep the machine always clean and bright, which adds much to the quality of its work. Students should not interfere with the mechanical working of a machine. If it is out of order, report the matter to your teacher.

COVERING MACHINES

When the typewriter is not in use it should be kept covered, as there is always more or less dust in the air, which, settling upon the machine, requires that it should be cleaned oftener, and interferes with its action.

STRAIGHT LINES

A horizontal straight line may be made by depressing the underscore key or hyphen, and drawing the carriage back and forth once or twice without revolving the roller. Parallel horizontal lines may be made in this way without turning the roller, by forming lines, one at a time, with the hyphen and underscore. For a perpendicular line, press the *l* or *i* and turn the roller with the other hand while holding the key down. Lines made in this way will be found very useful in tabular work and fancy typewriting.

ARITHMETICAL SIGNS

The plus sign may be denoted by the character & or two hyphens crossed by the letter "l" (-l-); multiplication sign by the capital letter *X;* the minus sign by two hyphens (--); the sign of division by two hyphens and a colon (-:-); and the sign of equation by two hyphens (=), one written in the usual position and the other slightly raised as explained in Lesson 84. When two characters are required to form the signs, the space-bar must be held down while making them.

PAGING

All manuscript for publication should be consecutively paged and the leaves may be fastened together in proper order. If two or more sheets are used in writing a letter, the second and subsequent ones should be paged in connection with the initials of the person or firm addressed, as follows: *2, F. J. S. & Co.* When printed letter-heads are used in business correspondence, write on plain paper for the second and subsequent sheets.

PARAGRAPHING

The operator must use judgment in making paragraphs, as the sense demands. Avoid having too many, but when there is a distinct change of subject begin a new paragraph.

FIGURES

In writing large sums in figures, a comma should separate the numbers into periods of three figures each, and the decimal point (period) should separate dollars from cents. The lower case *l* is used for the figure one.

When to use figures.—As a rule, numbers are denoted by words instead of figures (as *ten,* not 10) in the body of letters, also other typewriting, except tabular work. In correspondence requiring a free use of numbers, sometimes it is preferable to write them in figures. If any are written in figures, all should be, so the work will be uniform. Sums of money in the body of notes, drafts, checks, and receipts, should always be written in words.

READING BY COPY

When reading by copy, punctuation marks should be read as they occur. Corrections may be somewhat hastened by abbreviating the marks of punctuation, and calling "com," "sem," etc. Also say "paragraph" at the beginning of one, and "quote" before and after quotations.

LESSON 14

The work up to this point has been entirely foundation work. The keyboard should now be throughly fixed in the mind, and a chart should no longer be necessary, if the work is done thoughtfully, at a slow, even rate of speed. In case it is found that a student still needs the chart, however, turn back to lesson thirteen, and continue with the following work, using the chart as a guide. It will be found that the chart will become less necessary each day, until finally it can be done away with entirely.

Write five lines of each line in the following lessons, putting three groups on each sheet. Space twice after the period when it ends a sentence.

one nor now not out one nor now not out one nor now not out one nor now not
our owe new her for our owe new her for our owe new her for our owe new her

One can not now owe him. One can not now owe him. One can not now owe him.

own off put ran see own off put ran see own off put ran see own off put ran
she saw fix him can she saw six him can own off put ran see she saw six him

I now owe her for six. I now owe her for six. I now owe her for six.

LESSON 15

sit two too ten try sit two too ten try sit two too ten try sit two too ten
use was you did buy use was you did buy use was you did buy use was you did

Try to use two if you can. Try to use two if you can. Try to use two.

why way who yet yes why way who yet yes why way use yet yes why way who yet
age ant ing not the age ant ing not the age ant ing not the age ant ing not

Why did you buy ten and not six? Why did you buy ten and not six?

LESSON 16

Remember that the carriage must be returned without loss of time. It should not be followed all the way over, but should be thrown, and the hand brought back to position by the time the carriage is back at the beginning of the line. Practice this until the carriage can be returned in the same length of time used to strike a letter or space.

Write as in the preceding lessons:

away also best been bevy away also best been bevy away also best been bevy
care cost come call cane care cost come call came care cost come call cane

Call her to see the best yet. Call her to see the best yet.

city cent dear done date city dear done date cent city cent dear done
each even ever cast exit each even ever east exit each even ever east

Each one in the city has a cent. Each one in the city has a cent.

SPECIAL DESIGNS.

A few pages of special designs are here added merely as an indication of the possibilities of the typewriter in the production of fancy borders, etc. A careful inspection of each design will show its component parts, and the operator who has mastered the one hundred lessons prescribed in this course will have no trouble in reproducing these designs, should occasion require.

```
.............................................................

                 Learn to DO by doing.
-------------------------------------------------------------

PPPPP    RRRRRR        A        CCCC   TTTTTTT  III    CCCC    EEEE
 P   P    R    R      AA       C    C  T  T  T   I    C    C  E    E
 P   P    R    R     A.A      C           T      I   C        E
 PPPP     RRRRR      A  A     C           T      I   C        EEE
 P        R    R    AAAAA     C           T      I   C        E
 P        R    R   A    A     C    C      T      I    C    C  E    E
PPP      RRR   RR  AAA   AAA    CCCC     TTT    III    CCCC    EEEE

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX  XXX  XXXXX XXXXX  XX  XX     XX      XXXXXXXXXXXXXXXXX
XXXXXXXX XXXXXXXX   X   XXXX   XXXX  X  XXX  XXXXX  XXX XXXXXXXX XXXXXXXX
XXXXXXX   XXXXXXX       XXX  X  XXX    XXXX   XXXXXX  XXXXXXXXX   XXXXXXX
XXXXXXXX XXXXXXXX  X X  XX       XX  X  XXX  XXXXX XXX  XXXXXXXX XXXXXXXX
XXXXXXXXXXXXXXXXX  XXX  X  XXXXX  X  XX  XX     XX      XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PPPPPPP   EEEEEEE   RRRRRRR     FFFFFFF  EEEEEEE    CCCCC   TTTTTTTTT
P      P  E         R      R    F        E         C     C      T
P      P  E         R      R    F        E        C             T
PPPPPPP   EEE       RRRRRRR     FFF      EEE      C             T
P         E         R    R      F        E        C             T
P         E         R     R     F        E        C             T
P         E         R      R    F        E         C     C      T
P         EEEEEEE   R       R   F        EEEEEEE    CCCCC       T
```

Careful. accurate, faithful PRACTICE is the price of Skill.

CLEANING

An ordinary, stiff tooth brush may be used for cleaning types while they are in the basket, or each type may be raised separately. Some of the letters and characters most liable to fill may be cleaned still better by picking the dirt out with a pin. Benzine should occasionally be used to clean the types and other parts of the machine; also to clean the lubricated parts before oiling. Avoid using too much benzine, and wipe off all the surplus before oiling. It is well to keep a small piece of chamois skin for wiping certain parts,—especially the back rod, which should always be kept scrupulously clean.

SPACING BETWEEN LINES

If much work is done with single space between the lines, the work may be made more legible by double spacing between the paragraphs. Quotations, etc., may be written with single space when the remainder of the matter is double spaced.

LESSON 17

Do not try to hurry this work, as speed is only built up through slow, even practice. Bring the *g* and *h* fingers back to the home keys. Write as in preceding lessons; five lines of each line, three groups to the page:

from fill find four five from fill find four five from fill find four five
give good gone glad gift give good gone glad gift give good gone gift glad

Four or five will fill it. Four or five will fill it. Four will fill it.

hack hope have hour here hack hope have hour here hack hope have hour here
inch into idea know kind inch into idea know kind inch into idea know kind

We are glad to know you have heard from her. We are glad to know.

LESSON 18

just line loan much make just line loan much make just line loan much make
near nice nine over only near nice nine over only near nice nine over only

Over and over has the rate been read. Over and over has the rate been read.

kink look less many more kink look less many more kink look less many more
mint read rate news onyx mint read rate news onyx mint read rate news onyx

How many more of them must be made? How many more of them must be made?

LESSON 19

Practice the finger exercises given in the beginning work carefully each day, so that the fingers will work easily and without stiffness. Dexterity will come most quickly if some time is taken for these exercises each day when away from the machine.

Continue as in preceding work:

such sure said send sell some soon sale shot scar such sure said send sell
some soon sale shot scar some soon sale shot scar some soon sale shot scar

Send us some of them as soon as you find that you can get them.

they then than tell till they then than tell till they then than tell till
this thus that them town this thus that them town this thus that them town

It is thus that they tell some of them to wait in such towns.

LESSON 71

Write the following form. Observe that the spaces vary between words, and that there is a space made between the letters in some cases, to preserve the form.

A CHILD'S QUESTION.

--?--

Mamma, is
the sky a curtain
hiding heaven from our
sight; are the moon and sun
but windows, made to give the
angels light? Are the stars bright
flashing diamonds, shining from God's
hand afar, and the clouds but vales of
vapor, d r o p - ped from heaven floating
there? If the sun's a window, m a m m a,
don't the an- gels through it peep, ere it
kisses earth at evening; watching o'er
us while we sleep? Is the rainbow just
a ribbon gird- ling heaven and earth about
or a railing made of roses, so the angels
won't f a l l out? Is the singing in the
tree tops songs of praise some angel
sings, are the snowy flakes of win-
ter, feathers falling from
their wings? Are the dew
drops brightly shining in
the early morning hours,kiss
spots left by elves and
fairies where they slept
among the flowers? Is
the lightning rock-
ets flying where
the Prince of
G l o r y
comes

and
the thun-
der but the
rattle of the
baby angels'
d r u m s?
? ? ?

LESSON 20

Check up carefully from time to time and see that there is no desire to watch the keyboard, also that the work is done evenly and rhythmically. Write five lines of each of the following lines, putting three groups on a page. Be sure that the fingers are all striking the keys with the same force, so that when a group is finished the letters appear uniform.

If some are light and some heavy, there is unevenness of touch which must be corrected at once, as uneven touch not only spoils the appearance of the work, but hinders the gaining of speed later on.

Write as in preceding lessons:

used over vise vial with used over vise vial with used over vise vial with
volt wear whit year your volt wear whit year your volt wear whit year your

We want the work gone over this year. We want the work gone over this year.

LESSON 21

The key-note in all typewriting work is *rhythm.* Without it, speedy, accurate typing is impossible. There are different methods of developing rhythm, such as by spelling the letters evenly, or by beating time; but one of the best methods, and one which has undergone much experimentation, having been adopted by many of the best teachers of typewriting, is by typing to music.

For class work a phonograph is most convenient, the teacher selecting words of the proper length to be adapted to music in three or four-part time. For example, for the words in Lesson 21, three-part time should be used, the space between words making the sixth beat to fill out the measure, a letter being struck for each count in the music. For four-part time, words of three or seven letters should be selected, the space between words evening up the beats in the measure. Longer words may be used for this practice also, care being taken to select words with one letter less than the beats required, the space between words finishing the measure.

At first this practice should be quite slow, but later the letters may be doubled up, striking two letters to one beat of the music. This method has been of much value in developing rhythm, as well as speed. Drill classes may be given this work for ten or fifteen minutes each day, or for a short time two or three days a week, to good advantage. It will not only bring satisfactory results, but will stimulate the interest of the pupil.

Work carefully and accurately. Do not erase—if a mistake is made it is proof that more practice is needed.

aloft aware above again agree aloft aware above again agree aloft aware
about after allow ahead annoy about after allow ahead annoy about after

Are you aware that they will begin again to claim a dozen could be made?

LESSON 22

Concentration is one of the most important factors in accurate typewriting. Practically all errors can be traced to the fact that the student was thinking of something other than his work when the error was made.

Write as above:

eight exact things there their eight exact things there their eight exact
three thank until under usual three thank until under usual three thank

Where there is a will there is a way. Where there is a will there is a way.

snatch value which whole would snatch value which whole would snatch value
while where write vogue yours while where write vogue yours while where

They thank me for quick answers. They thank me for quick answers.

LESSON 70

Stenographers are often called upon to arrange work for display purposes which require borders of some description, and a few specimen borders for this use are given below.

Write the form given below and hand in one perfect copy. If any of the characters in perpendicular borders of the copy are not on the machine you are using, substitute others. The second border on the left is made by combining the marks of parenthesis. Of course, sun time, not standard, is understood in this table.

DIFFERENCE OF TIME

between

Washington and other Cities of the World.

12:00 o'clock (noon)	..Washington
12:12 .. " ...P.M.....	New York
12:24 .. " ... "	Boston
12:27 .. " ... "	Portland
1:37 .. " ... "	St.John (N.B.)
3:19 .. " ... "	Angra (Azores)
4:31 .. " ... "	Lisbon
4:43 .. " ... "	Dublin
4:55 .. " ... "	Edinburgh
5:07 .. " ... "	London
5:17 .. " ... "	Paris
5:58 .. " ... "	Rome
6:02 .. " ... "	Berlin
6:14 .. " ... "	Vienna
6:22 .. " ... "	Cape Town
7:04 .. " ... "	Constantinople
11:01 .. " ... "	Calcutta
12:54 .. " ...A.M.....	Pekin
2:48 .. " ... "	Melbourne
4:51 .. " ... "	Auckland
8:58 .. " ... "	San Francisco
9:40 .. " ... "	Salt Lake
11:08 .. " ... "	New Orleans
11:18 .. " ... "	Chicago
11:41 .. " ... "	Cleveland
11:52 .. " ... "	Buffalo
12:00 .. " ..(noon)...	Lima (Peru)

LESSON 23

Strike the keys with a snap—do not follow them all the way down. If the work appears blurred, or shadows show after some of the letters, the fingers are lagging on the keys, causing them to rebound and make the shadows.

In the following lessons put four groups on a page in place of three.

arrive almost answer amount always arrive almost answer amount always
beyond before beauty borrow broach beyond before beauty borrow broach
comply charge concur dollar derive comply charge concur dollar derive

You must be quick or the letter will arrive before you do.

either entire enough except former either entire enough except former
extort convex finger divide former extort convex finger divide former
hungry highly girder kicked eighty hungry highly girder kicked eighty

They charge us only one dollar for the entire set of his works.

LESSON 24

Do not become discouraged if errors occur more often on some days than others, for that is perfectly natural, and it is only through repeating the work in which errors are made that sufficient practice may be obtained.

Write as above:

hasten intend inform fleece forest highly intend inform fleece forest
letter myself member number notice letter myself member number notice
latent oblige office permit please latent oblige office permit please

I intend to inform him by letter of the number of this notice.

prefer profit refuse remain reflex prefer profit refuse remain reflex
verity incite cringe shower severe verity incite cringe shower severe
sewing wished myself second murder sewing wished myself second murder

Please oblige this office with a prompt answer on this subject.

LESSON 25

Keep in mind that you are preparing now for the best position you may be able to obtain later on—only diligent, careful, accurate practice will give the preparation necessary for high-grade positions.

Write as above:

render report return refuge should render report return refuge should
school settle street though useful school settle street though useful
advance already agitate account arrange advance already agitate account

You should report your return to school after such a long absence.

capable because balance believe correct because capable balance believe
century freight drugged jurymen debauch century freight drugged jurymen
dictate discard custody crusade extract dictate discard custody crusade

I believe I am capable of arranging the balance of the work myself.

CENTERING TITLES.

Titles and other display lines should be centered, except where catch lines drop off from left to right, as "Special Prices," and "Every Friday" in the following lesson. Taking 35 for the center of the scale, any phrase or expression can be centered by counting the number of letters and spaces it contains and then subtracting half that number from 35, disregarding fractions. This will give the number on the scale at which to begin writing that expression, to leave equal margins on both sides. Very short expressions can often be effectively displayed by spacing between the letters, and double spacing between the words. When this is desired, subtract the whole number of letters and spaces from 35 to find the starting point. Taste may also be exercised in the use of capitals or small letters, and the employment of dashes, colons, and various composite ornamental designs. Pyramids and inverted pyramids may thus be executed at will. Avoid making two consecutive display lines of the same length, and the right disposition of the matter will be readily accomplished.

LESSON 69

T H E

G R E A T W E S T E R N E M P O R I U M

offers you

1 0 0 W O N D E R F U L S P E C I A L S.

- - - - o O o - - - -

WHY PAY

More Than Our Prices

FOR JUST THE THINGS YOU NEED?

.. . . :)oOo(: . . .

This is the

E C O N O M Y C E N T E R

Special Prices
Every Friday.

Special Prices
Every Friday.

Special Prices
Every Friday.

After practicing the above until you understand the principles involved, write the following so as to display the matter tastefully, handing one perfect copy of each to the teacher:

The Continental Drug Co., Dealers in Fine Perfumes and Fancy Toilet Articles. Fresh stock and large assortment constantly on hand. Prescriptions carefully prepared from the purest drugs. Motto: Quick Sales and Small Profits. Try us next time. Manicure sets a specialty.

LESSON 26

Do not discontinue work on the exercises for the fingers, and muscular control. These exercises go far toward helping to secure the accuracy and speed desired.

Write as in preceding lessons:

certain convert company concern counter certain convert company concern
deliver deserve dislike express explain deliver deserve dislike express
forgive farther forward general himself forgive farther forward general

I dislike to express the opinion they deserve without explanation.

instead mistake neither nothing minimum instead mistake neither nothing
sweetly however through ovation outlast sweetly however through ovation
padlock inclose indorse insular jewelry padlock inclose indorse insular

The general did the work himself; the mistake is his.

LESSON 27

Be careful of your position at the machine; sit far enough away from the desk so that the arms are reaching a very little. The lower part of the back should be braced against the back of the chair, and the back should be straight, not hunched over the machine.

Write as in previous lessons:

opinion present precede produce possess opinion present precede produce
reprint request require respect several reprint request require respect
special subject through thought trained special subject through thought

I request that you refer his opinion to those present.

silence pleases quality perfect partner silence pleases quality perfect
receipt retrace unscrew usually whether veteran retrace unscrew usually
veteran examine adverse baggage swallow veteran examine adverse baggage

I hope the veteran will inform you on this special subject.

LESSON 28

Write as above:

accurate although astonish bouillon business accurate although astonish
ceremony consider continue describe exchange ceremony consider continue
diameter familiar hesitate interest monopoly diameter familiar hesitate

We should learn to think for ourselves and believe in ourselves.

quantity separate superior together wherever quantity separate superior
annually quandary property dispatch measured annually quandary property
employer standard becoming material possible employer standard becoming

The man who never makes a mistake is the man who never does anything.

LESSON 68

ROUGH DRAFT.

Managers sometimes have to dictate letters which are more important than usual. Not only is more thought and care spent upon the composition of such letters as first dictated, but it frequently happens that after the letter has been typewritten, new and better ideas will be suggested. The letter as first written is made the basis of another which is the outgrowth of this one, with additions and alterations where room for improvement is recognized.

The accompanying cut represents the appearance of such a letter altered by marginal notes, interlineations, erasures, etc., so as to become what is called a "Rough Draft" of the finished letter desired. Every stenographer should be able to transcribe such rough drafts accurately and with reasonable degree of speed, and this lesson should be repeated, if necessary, until an accurate transcript is made.

Transcribe the following Rough Draft and hand one perfect copy to the teacher:

[only medicine.]

[I know well, and feel what you have lost, what you have suffered,]

[Double space] Mont~~e~~[i]ce[l]lo Nov.[ember] 13~~th~~, 1818.

The [public] papers, my ~~esteemed~~ [dear] friend, ~~contain a notice of~~ [announce] the [fatal] ~~dreadful~~ event of which your letter of [October] the 20th ~~ult.~~ had [given me ominous] ~~afforded me some reason to expect~~ [foreboding]. ~~Having been~~ tried myself in the school of af[f]liction, ~~and distress~~ by the loss of ~~all~~ [every] forms of connection which can [rive] ~~cause~~ the human heart, ~~to~~ [are] suffering, and [yet have to endure.] ~~still continue to bare~~. For ills so immeasurable [, therefore, by useless condolences,] the same [trials] ~~troubles~~ have [taught] ~~learned~~ me that silence and time are the ~~best cure~~ [only medicine.] [¶] I will not ~~be means of unavailing words and fruitless verbiage~~ open [afresh] ~~anew~~ the [sluices] ~~depths~~ of your [grief] ~~sorrow~~, nor, although ~~commingling~~ mingling my tears with your[s], ~~tears and my grief with your grief~~ will I say a ~~single~~ word mo[r]e where [words are vain,] ~~languages is weak and powerless;~~ But [that] it [is of] ~~ought to be~~ some comf[o]rt to both ~~of~~ us that the ~~blessed~~ time is not ver~~y~~ far [distant at which we are to] ~~off when we shall~~ deposit in the same [cerement our sorrows and suffering] ~~tomb aching~~ bod[ies], and [to ascend in essence] ~~rise in spirit~~ to a[n] [ecstatic] ~~joyous~~ meeting ~~and reunion~~ with ~~all~~ the ~~former~~ friends ~~which~~ we have loved and ~~then~~ lost and ~~for~~ whom we shall still ~~continue to~~ love and [never] ~~not have to~~ lose [again.] ~~them any more~~. ~~May~~ God [bless you and] support ~~and comfort~~ you [under your heavy affliction.] ~~during your severe trial~~.

Th. Jefferson.

The above rough draft properly transcribed is the celebrated letter written by Thomas Jefferson to John Adams, on the death of Mrs. Adams, and is regarded as one of the finest models of a letter of condolence—a class of letters the most difficult to write, and hence most likely to need such reconstruction as is here indicated.

LESSON 29

accident boundary document hitherto accident boundary document hitherto
bankrupt discount proceeds keyboard bankrupt discount proceeds keyboard
language leniency nuisance judgment language leniency nuisance judgment
whatever separate persuade together whatever separate persuade together

statement telephone supersede guarantee advantage financier essential
occurrence paramount penetrate knowledge obscurity therefore publicity
signature imminence elaborate ascertain speculate treatment voracious
impromptu magnesium mausoleum severally vindicate worthless wholesale

LESSON 30

convenient particular accelerate obligation centralize deficiency
kindliness lamentable legislator liberality limitation memorandum
elasticity expediency foundation generation vulnerable centralize
opposition ordinarily outrageous psychology precedence withdrawal

corporation manufacture acknowledge electrician elimination enlargement
magnanimous mechanician merchandise obstruction opportunity paradoxical
fundamental calculation communicate competition concentrate convenience
susceptible termination demonstrate deferential haberdasher perspicuous

LESSON 31

intelligence readjustment jurisdiction disadvantage organization never
nevertheless notification satisfaction municipality questionable never
consideration determination establishment imperceptible impossibility
indispensable misconception parenthetical participation perpendicular

recommendation representative responsibility unappropriated unintelligible
extemporaneous indiscriminate comprehensible prohibitionist relinquishment
indestructible multiplication phosphorescent sensationalism sentimentalist
susceptibility superincumbent transportation uncompromising indemnification

LESSON 32

Before starting work on straight copy, a thorough review of the keyboard and practice on difficult combinations will be found most valuable. Write fifteen lines of the following alphabetical sentence:

The public was amazed to view the quickness and dexterity of the juggler.

Write five lines of each line of words, putting four groups on a page.

naught gazette conscientious independent scientific neighbor great exceed
monotony consider terrific ornament rafter necessary counterpart provided
complete paid reader thoroughly violated penalty rebate hypocrisy secrets
import circulated problem recreate assessment upward animated distraction

LESSON 67

Write in correct form the following messages, on telegraph blanks or practice paper, as directed by your teacher:

D. A. Caxton & Co., Pittsburg, Pa. Mueller valves not here yet. Please send tracer at once. (signed) The Pattison Supply Co.

J. S. Kingsley, 531 Chestnut St., Philadelphia, Pa. No more three-inch bar till next month. Last order canceled. American Steel and Wire Co.

L. G. Ailes, 583 Union Square, New York, N. Y. Come on next train without fail. Prosecution rested. Reed Bros. & Co.

Dr. Matthew Jordan, City Hospital, Elizabeth, N. J. On the way. Arrive at nine thirty tonight. Spare no expense. Inez Ingraham.

Capt. Norman Wallace, City of the Straits, Detroit, Mich. Wait for City of Cleveland to arrive. Ten passengers for Mackinac. D. & C. Transfer Co. per Grimes.

Form 1215

CLASS OF SERVICE DESIRED	
Telegram	
Day Letter	
Night Message	
Night Letter	

Patrons should mark an X opposite the class of service desired; OTHERWISE THE MESSAGE WILL BE TRANSMITTED AS A FULL-RATE TELEGRAM.

WESTERN UNION TELEGRAM

NEWCOMB CARLTON, PRESIDENT GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

Receiver's No.
Check
Time Filed

Send the following message, subject to the terms on back hereof, which are hereby agreed to

Feb. 28, 19 _

To Walter Landon,

Street and No. 2365 Merry Avenue,

Place Newark, N. J.

Express one barrel cranberries. Freight ten. Rush.

West Side Grocery Co.

SENDER'S ADDRESS FOR ANSWER 17 Dell St., New York City SENDER'S TELEPHONE NUMBER Cherry 2300

SELECTIONS FROM THE A B C CODE.

.4033	Darkness	Not so much damage as anticipated
4407	Dentocher	Demand still continues, though not quite so brisk
4508	Desempeser	Full description will be sent as soon as possible
5684	Exigency	No further expenses to be incurred until you hear from us

LESSON 33

Follow instructions above for the following work.

Work with zeal and the quality of your work will bring just recompense.

profit regret exorbitant excite ascent permit strengthened unnecessary quantity reserve exercise contract expand restraint paroxysm segregate right scatter existence distribute childhood disregard electrical vast retard signal severe criterion alternate onward extravagance instruction

LESSON 34

Every cow grazed quietly just back of the extreme northern portion.

negligence consternation negligence extreme satisfactorily severe scrutinize secrete theory tasted monotonous negligence satisfactorily suspend tracer exceed enlarge reduce propose decease social traverse stated suspend appoint disclose gratitude recognize assignee hazardous

LESSON 35

Whenever the black fox jumped the squirrel gazed very suspiciously.

assignee inconvenient criticize steadfast their unusual reminiscence uncommon mortgage communication psychology traverse title award settle toilsome bureau intelligent knowledge torment vacate auxiliary supreme extraordinary discipline challenge vegetate tutor probable distraction

LESSON 36

We dislike to exchange job lots of sizes varying from a quarter up.

wafer suspend enterprise award despicable perfection minimum manageable reducible inclination eligible quarrel eligible excessive receptacle expediency mingle workman compile everlasting quarter settle toilsome quadrant property facilitate conquered questionable unique wasp partner

The foregoing lessons, if they have been practiced carefully, form a foundation for future work which will allow a gradual loosening up of the tension under which the student has no doubt worked up to this point. While there has been no work assigned for speed, yet there should have been a gradual speeding-up process going on, due to the training the mind and fingers have undergone during this time. From now on there should be a still more noticeable change in this respect. Remember that in learning to type one never stands still; he either goes forward or backward.

Keep a constant watch for any slight deviation from the principles which have been given in the foregoing work, and review the finger exercises from time to time, so that all stiffness may be eliminated.

The following essential points should be checked over to make sure that no bad habits are being formed in the manner of writing:

1. Do not look at the fingers or at the work in the machine; keep the eyes on the copy.
2. Keep the hands in good position, bringing the fingers back to the home keys to rest, and strike the keys with a sharp, snappy touch.
3. Sit in an erect position, squarely in front of the machine, with both feet on the floor.
4. Write evenly and rhythmically. Do not stop between words. Take all work as slowly as it is necessary to take the most difficult words, until the difficult ones are written as easily and evenly as the easy ones.
5. Return the carriage with no perceptible loss of time—take no more time to return the carriage than to space between words or strike a letter.
6. Strike the shift key at the same time the letter is struck, so that there is no loss of time in writing capitals.

If, in checking up on the above points it is found that the student is lacking in skill in one or more, review work should be given at once to cover the points on which practice is needed. It is better to correct faults while still working on words and sentences than to try to correct bad habits while doing advanced work.

TELEGRAMS

The volume of business done by telegraph is much greater than is generally supposed. No stenographer could give satisfaction in a modern business office without being able to take telegrams from dictation, and produce accurate copy without the slightest hesitation. The fact that the business is being done by telegraph is in itself evidence of both the importance and the urgency of that transaction.

Regular telegraphic blanks, like the facsimile on the following page, are furnished by the telegraph companies. Upon being asked to take a "wire", insert one of these blanks in your machine instantly, write the date, and adjust the paper ready for the name.

No abbreviations and no figures are allowable in the body of a telegram, and no word should ever be divided at the end of a line. Spell everything, including numbers, in full. The only exceptions to this rule are the abbreviations F. O. B. and C. O. D., each of which is written as a word; thus, fob, cod.

Some blanks are ruled in spaces, five spaces to each line. When writing a message with pen or pencil, it is intended that only one word shall be written in each space, and this arrangement of the matter facilitates counting. Typewritten words are so easily counted that it is not necessary to separate the words to conform to these spaces, yet it is not amiss to do so. Many important telegrams should be promptly followed by a letter confirming and explaining more at length the transaction involved.

The rate or tariff on telegrams is fixed on a basis of ten words exclusive of name, address, and signature. More than ten words cost extra at about the same rate, but less than ten words will cost the same as ten. Cable tariff is so much per word including name, address, and signature, and a word containing more than ten letters counts as two words.

Since in cablegrams the tariff is counted on all words transmitted, each firm having much foreign trade invents a code word to represent its name and address in full, and that code word is registered with the cable company. Thus, "Atlynski" means "The Atlantic Refining Company, Cleveland, Ohio." "Tepatebo" means "The Practical Text Book Co., Cleveland, Ohio." As examples of code work, a few sample messages are given from the A B C Code.

CIPHER TELEGRAMS AND CABLE MESSAGES.

To preserve secrecy, many ingenious "ciphers" have been devised. Even the alphabetic rotation may be varied; thus, "Uif Tdippofs Csfxjoh Dp. xjmm dpousjcvuf pof uipvtboe epmmbst up uif dbnqbjho gvoe" looks like a senseless assemblage of unpronounceable words; but if we take for each letter the one preceding it in the alphabet, the message reads, "The Schooner Brewing Co. will contribute one thousand dollars to the campaign fund."

Cable messages used to cost several dollars per word, and although the rates have been greatly reduced, this method of communication is still so expensive that large code books have been prepared and arranged alphabetically, in which one word is made to represent a phrase or a whole sentence. Before code books were written, some ingenious tricks were played with language. A young man sojourning with his mother in France, desiring to inform friends in America when his mother would start for home, worded his message thus, "Marseilles Monday."

To preserve absolute secrecy, even if the message should wrongfully fall into the hands of one who has access to the same code book, a key word composed of ten different letters is agreed upon, and then the number of the message is represented by these letters after the fashion of marking goods by letters on price tickets.

Thus, suppose the word agreed upon is

B L A C K S M I T H
0 9 8 7 6 5 4 3 2 1

with the letters numbered backward. Then suppose the message received reads: S K A M

We readily translate this into the number 5 6 8 4, and by reference to the code book we find the message by number, instead of by word, to be, "No further expenses to be incurred until you hear from us."

LESSON 37

The following sentences are designated as chain sentences because each word begins with the same letter as the last letter of the preceding word. Practice on these sentences will overcome the hesitancy between words which some students find hard to eliminate.

Write six lines of each sentence, putting three sentences to a page.

Always speak kindly your rarest thought.
Always strike each hand deftly.
Keep proper restraint toward doing great things.
Students should delight to obey.
Keep practicing general legal letters.
Try your rigid discipline every year.
Every young gentleman needs some encouragement.
Life evolves some extreme examples said David.
Your reputation needs sensible examination.

TABULATOR

The tabulating device on the machine is one of the important features which the student should understand thoroughly, in order to save time in indenting for paragraphs, different parts of letters, etc.

The tabulating rack is always on the back of the machine marked with a scale to correspond with the scale on the front of the carriage. The stops are slipped in and out of the grooves at the points desired, with the long end of the stop extending toward the pawl which catches it when the tabulating key is depressed.

The tabulating device on the Remington typewriter is called a Self-Starter and is operated by means of five keys located in a row above the keyboard. These keys correspond to five starts which are set on the Self-Starter rack at the rear of the machine. These starts are set on the scale, with the side bearing the number to the right.

The great advantage of the Self-Starter is that it operates from either end of the line. To reach the correct starting point of the line when the carriage is drawn back, simply depress the correct Self-Starter key. To reach the correct starting point of the line when the carriage is beyond the starting point, depress the Self-Starter key and draw back the carriage at the same time. The latter method of operation is much more frequent, because the finishing point of one line is almost invariably beyond the starting point of the next line. In such cases the pressing of the desired Self-Starter key with the left hand and the line space and carriage return with the right hand are simultaneous operations.

For the following work set the marginal stops at 0 on the left side, and 73 on the right side. Now set the first tabulator start at 5 on the tabulator rack, which will be the point to which all paragraphs will be indented.

LESSON 38

Before work is begun on the following paragraphs attention is called to the rules for spacing after punctuation marks. Space twice after a period, interrogation point, exclamation point and colon. Space once after a period after an abbreviation, a comma or semi-colon, and after all other punctuation marks. When punctuation marks are followed by quotations, space just the same as after the respective punctuation marks.

Write at least five perfect copies of each of the following paragraphs, using the first tabulator key for indentations.

BE PROMPT.

As a rule, the most successful business men are prompt in keeping business engagements and in all business affairs. Form habits of promptness early in life, and you will not only be able to serve others better, but will find these habits of great value to you in business, all through life.

PRESERVE YOUR SHORTHAND NOTES.

Shorthand notes of all work of consequence should be preserved and filed. This is often a matter of great importance; and as one can not always tell in advance what notes may be needed, it is perhaps well to make it a rule to preserve all shorthand notes.

LESSON 66

A BOND, WITHOUT CONDITION.

Know all Men by these Presents, That I, GEORGE S. HUMPHREYS, am held and firmly bound unto CHARLES S. REMINGTON in the sum of One Thousand Dollars lawful money of the United States of America, to be paid to the said Charles S. Remington or his certain attorney, Edward S. Meyer or assigns: to which payment well and truly to be made, I bind myself, my heirs, executors, and administrators . . . . . .
. . . . . .

In Testimony Whereof, I, George S. Humphreys, have set my hand and seal to this instrument, on the fourth day of February in the year of our Lord nineteen hundred and .

Executed and Delivered
in Presence of

,,,,,,,,
' Seal '
,,,,,,,,

LEGAL AND OTHER DOCUMENTS

Legal papers, specifications, etc., are usually folded twice, from the bottom up, to make a convenient size for filing, and a few words to describe the contents of the document should be written either with pen or typewriter across the left end of the outside, after folding. This is called briefing.

COVERING AND BINDING

Such copies may be covered with a heavier sheet of paper (tinted paper is preferable), to keep them clean, in which case the inscription should be on the outside of the cover. The cover should be cut from ¾ of an inch to 1½ inches longer than the other sheets and folded over the top. The staples or paper fasteners used for binding should then be put through this folded part. If the cover is inscribed on the typewriter, it should be done before binding. Red ink ruling under the lines of the inscription will give it a neater appearance. Be careful to begin the first line of each page far enough from the top of the sheet to leave sufficient room for binding.

D E P O S I T I O N

Taken on behalf of
Defendant
In the Case of
William C. Harrison,
Plaintiff
against
Edward Raymond
et al.
Defendant

Pending in the
COMMON PLEAS COURT
of Ashtabula County,
State of Ohio.

Dorsey & Gaylord,
Attorneys
for Defendant.

40413

COMMON PLEAS COURT.

William G. Smith
vs.
S. C. Scott & Co.

!!!!!!!!!!!!!!!!!!!!!!!!!

Interrogatories
to be annexed
to the answer.

!!!!!!!!!!!!!!!!!!!!!!!!!

H. C. Sumner, Atty.
14 Monroe Ave.,
Chicago -------- Ill.

SELF-RELIANCE.

Learn early in your shorthand work to depend upon yourself. This is applicable in a business sense as well as in the technical learning of the subject. Depend upon yourself as far as you can in reading your shorthand notes. Try to make a success of shorthand with as little aid as possible from others.

TRY TO SUIT YOUR EMPLOYER.

Most business men have their own ways of doing business and prefer to have employees conform to their methods. It is advisable that the stenographer should do so, at least until he is well enough acquainted with his employer to feel sure that it is safe to suggest better methods.

THE TRANSCRIPT.

The transcript is what indicates the stenographer's ability. Neither his employer nor the public sees his shorthand notes, or cares anything about them, providing he is able to read them and present a neat and correct typewritten transcript. The typewriting should not only be mechanically right, but all errors of construction discovered while transcribing should be corrected.

QUALIFICATIONS FOR OFFICE WORK.

As a rule, the person who would make a good general clerk in an office, makes the best stenographer. There are many matters of detail connected with shorthand and typewriting work, which make it very desirable that the stenographer should have a general working knowledge of office and business customs. One who does not possess these qualifications should acquire them as soon as possible.

EMPLOYMENT.

"The Lord helps those who help themselves." Do not depend entirely upon some one else to secure a position for you. Assure yourself that you can do good work and then confidently ask for employment. There are plenty of business men ready and glad to employ competent help, and, if you are of this class, in order to succeed it is only necessary to secure an opportunity to prove your worth.

SHORTHAND AND TYPEWRITING.

No matter how good a stenographer one becomes, if he can not operate the typewriter rapidly and accurately, his services will prove of little value in a business office. These two branches go hand in hand, and one should be an aid to the other; but skill in typewriting without shorthand may perhaps be made more useful than a knowledge of shorthand without corresponding ability in typewriting.

SHORTHAND AND BOOKKEEPING.

A knowledge of bookkeeping is often found to be of much value to the shorthand writer, especially in offices where there is not enough shorthand work to employ a stenographer the entire time, and it is desirable that he should also keep the books. Any stenographer will find the knowledge of bookkeeping, business forms, and business customs, acquired by taking a course in bookkeeping, of service to him in his shorthand work.

Party, and sue for any damage said Second Party may have sustained by reason of the neglect and failure on the part of the First Party to fulfill this Contract.

AND IT IS FURTHER AGREED, that in case said First Party shall fail to complete all of said Building according to this contract, said Specifications, Drawings, and Plans, or to give full and complete possession thereof within the time hereinbefore specified, then said First Party shall pay to said Second Party the sum of Ten Dollars ($10.00) for each and every day the completion and delivery has been delayed, which amount may be deducted by said Second Party out of the money due said First Party.

Said First Party, after the completion of said Building, and before the delivery of the same, shall remove all the rubbish from the lot, fill up the holes and level the ground, according to the direction of the Architect, and shall also completely clean the Building from dirt and rubbish.

IT IS EXPRESSLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES TO THIS CONTRACT, that said First Party SHALL HAVE NO CHARGE FOR EXTRA WORK OR MATERIAL, unless a written agreement has been signed by both parties, setting forth the nature of such extra work and materials, and the price for the same.

This CONTRACT SHALL NOT BE ASSIGNED by said First Party without the consent, in writing, of the Second Party.

If said First Party does not prosecute the work with due diligence, so that in the judgment of the Architect the whole of the work cannot be completed within the time mentioned, the Second Party having given notice to the First Party, and not having received sufficient evidence, within three days thereafter, that the work will be carried on satisfactorily, may declare this Contract null and void, so far as the Second Party is bound by it, and may push on the work to completion at the expense and charge of the First Party.

IN CONSIDERATION OF THE PREMISES, the said Grant Sheridan does for himself, his heirs and assigns, covenant and agree to and with said William Sherman & Son, their heirs, executors and administrators, well and truly to pay or cause to be paid unto the said William Sherman & Son, their heirs, executors, or administrators, the full and just sum of Nine Thousand Four Hundred and Sixty Dollars, ($9,460.00) lawful money of the United States, in manner following, that is to say, at the end of each and every month Eighty (80) per cent of the value of the work actually done, to be estimated by the Architect in charge of said Building, and the balance of Twenty (20) per cent shall be paid when the whole work mentioned and described in this Contract, said Specifications, Drawings and Plans, shall have been completed and delivered to said Second Party, and by said Second Party, or by the Architect, accepted, and not before.

_____

_____

_____

LESSON 39

As directed above, set the left margin at 10, and the right at 65, and the first tabulator start at 15. Write the following letters four times each, without error, striking the first tabulator key with the left second finger for the paragraph indentation. With the right margin set at 65, end the line as soon after the bell rings as possible, ending the word if a short one is started; ending the syllable with a hyphen, if a long word is started.

Use short sheets of paper and put two letters to the page of the short letters, and only one to the page of the long ones.

Dear Sir:

Your favor of the 1st instant announcing a slight change in the market was received by us and in answer we suggest that you hold our stock for better prices unless you think best to sell now, in which case we will follow your advice. Please write us at once what to do.

Dear Sir:

Can you send us by mail four or five of the best books in print for home study, on the subject of botany? If so, send at once and mail bill.

Dear Sir:

I send you today, by American Express, three hundred copies of my recent speech on the tariff. I hope they may give the people of your city some light on that subject.

Dear Sir:

Your recent order for nine dozen Yale locks, #109, was entered on our books, and we hope to ship the goods by the 20th instant. The brass door-plate, made to order, was sent you by American Express today.

My dear Mr. Shaw:

Your letter of the 12th instant and the express package referred to, have been received. I wish to express, both for the Senator and myself, sincere thanks for your kindness in remembering us with this souvenir collection.

My Dear Sir:

I have, first, to thank you very heartily for your courteous and encouraging letter, and second, to apologize for answering in this business-like fashion. I find myself somewhat overwhelmed with novel duties, which must be my excuse.

LESSON 65

BUILDING CONTRACT

ARTICLES OF AGREEMENT, made and concluded at Cleveland, this Eighth day of May, A. D. 19 , by and between William Sherman & Son of Cleveland, Ohio, of the FIRST PART, and Grant Sheridan of Cleveland, Ohio, of the SECOND PART, as follows, to wit:

The said William Sherman & Son, for the CONSIDERATION hereinafter mentioned, do for themselves, their heirs, executors, and administrators, covenant and agree to and with the said Grant Sheridan, his heirs and assigns, that the said William Sherman & Son, shall and will within the period of one hundred fifty days next after the date hereof, in a GOOD AND WORKMANLIKE MANNER, and at their own proper charge and expense, well and substantially erect, build, and finish a certain dwelling on the North side of Parkdale Street, in said Cleveland, Ohio, and in such place as said Second Party may direct, according to the Specifications, Drawings, and Plans made and prepared by Williams & Williams, which Specifications, Drawings, and Plans are made a part of the Contract and are signed by both parties and marked respectively Exhibits 1, 2, 3, 4, 5, and 6.

Said William Sherman & Son, for themselves, their heirs, executors and administrators, agree that they will furnish and provide, at their own proper charge and expense all the Iron, Stone, Brick, Tile, Lime, Timber, and all other material not hereinbefore mentioned, and also all work and labor necessary for the making, erecting, building, and finishing of all of said Building.

All of said material to be of THE VERY BEST QUALITY as expressed in said Specifications, Drawings, and Plans; said Second Party reserves to himself, his heirs, executors, administrators, and assigns, and to the Architect in charge of said Building, the right to reject all material of an inferior quality which said First Party may attempt to use in erecting, building, and finishing said Building.

IT IS FURTHER EXPRESSLY AGREED AND UNDERSTOOD by and between the Parties to this Contract, that if, at any time during the progress of the work, said Second Party, or the Architect in charge of said Building, shall be of the opinion that said First Party does not do the work according to, or does not furnish such material as provided for by this agreement and said Specifications, Drawings, and Plans, said Second Party or the Architect in charge of said Building, may give to said First Party NOTICE of his dissatisfaction of the work done or materials furnished, and if said First Party, after being so notified, shall not FORTHWITH do the work according to this Contract and said Specifications, Drawings, and Plans, or if they shall not FORTHWITH furnish such material as therein provided for, then and in that case said Second Party, or the Architect in charge of said Building, shall have the right TO DECLARE THIS CONTRACT AT ONCE NULL AND VOID, so far as the Second Party is bound by it, and to bring his action against said First

PUNCTUATION

Punctuation, from the Latin *punctum* (point), is the art of pointing off printed or written language for the purpose of rendering its meaning plain. In the present work, the authors have aimed to present only those rules that will be found of practical every-day use in business correspondence. Such complex, intricate sentences as are found in purely literary productions, requiring the use of colons and semicolons to indicate the grammatical relations, are out of place in the business affairs of life. Ninety-nine of every hundred students in the shorthand and typewriting schools of today will probably never have occasion to consider these infrequent punctuations. Simple sentences, clear and to the point, should be used in all business matters. In such language the matter of punctuation is a very simple thing. Should the student desire at any time to go more into the minute details of this subject, he can study it from text-books on rhetoric.

The frequency of the comma as a mark of punctuation and the variety of its uses, make it advisable to formulate a series of rules under which those uses may be grouped. These rules are supplemented by illustrations and a sufficient number of examples for practice to fix the rule more firmly in the student's mind.

The uses of the other marks of punctuation are so few and simple that we have not formulated rules for them, but merely stated their most common uses in a specific way.

MARKS USED IN PUNCTUATION.

Comma (,)	**Brackets [ ]**	**Interrogation (?)**
Marks of Parenthesis ( )	**Semicolon (;)**	**Exclamation (!)**
Dash (—)	**Colon (:)**	**Quotation Marks (" ")**
	Period (.)	

LESSON 40

THE COMMA

The Comma marks the shortest grammatical division of language; or, to put it in another way, it indicates the slightest degree of separation between the parts of a sentence.

RULE I.—Intermediate expressions, and words and phrases used parenthetically, should be separated from the rest of the sentence by a comma, or by commas.

NOTE 1.—There are a number of words, which, though not strictly parenthetical, come under this rule. They may be termed *introductory words,* as they are used merely to introduce sentences with which they have no grammatical connection. Following are some of these words: Why, now, yes, no, again, further, first, secondly, thirdly, etc. Such expressions as, Mr. President, Mr. Chairman (used in addressing the presiding officer), also come under this head. Examples: "Well, how soon may we have them?" "Mr. Chairman, I appeal from your decision."

NOTE 2.—*Parenthetical words and phrases* are those not essential to the meaning of the sentence in which they stand. Examples: "I will, *however,* keep the matter in mind." "*Therefore,* you need not look for us." "We are, *in fact,* only beginning to feel its effects upon our business."

LESSON 64

STATE OF OHIO)
) ss. IN THE COURT OF COMMON PLEAS
COUNTY OF CUYAHOGA)

Charles L. S. Jones,
Plaintiff)
)
vs.) PETITION
)
Henry R. Smith,)
Defendant.)

There is due plaintiff from defendant on a certain promissory note, together with a warrant of attorney, dated October 20, 1921, a copy of which, with all credits and endorsements thereon, is hereto attached, marked "Exhibit A" and made part of this petition, the sum of one hundred fifty dollars and fifty cents which said plaintiff claims with interest at the rate of six per cent per annum from the twentieth day of October, 1921.

WHEREFORE, plaintiff prays judgment against said defendant for the said sum of one hundred fifty dollars and fifty cents, with interest thereon at the rate of six per cent per annum from the twentieth day of October, 1921 and for costs of suit.

_____

Plaintiff's Attorney.

STATE OF OHIO)
) ss. AFFIDAVIT
COUNTY OF CUYAHOGA)

John Barkwill being duly sworn, says that he is the attorney of said plaintiff; that the foregoing petition is founded upon an instrument in writing for the payment of money; that said instrument in writing is in his possession, and that he verily believes the statements contained in the foregoing petition are true.

_____

Sworn to before me by said John Barkwill and by him subscribed in my presence, this seventh day of April, 19 .

_____

The following list contains those words and phrases most commonly used in a parenthetical way: therefore, then, however, perhaps, namely, indeed, too, surely, finally, moreover, secondly, accordingly, nevertheless, in short, in fact, in fine, in truth, in reality, in brief, in a word, as it were, so to speak, no doubt, to be brief, to be sure, after all, of course, in the first place, in the second place, etc.

NOTE 3.—*Intermediate expressions* are clauses and expressions not exactly parenthetical in character, yet so placed as to come between some of the essential parts of a sentence, as for instance, between the subject and predicate. Illustration: "Truth, *like gold*, shines brighter by collision." Under this head may be placed those constructions known as "nouns in apposition," or "explanatory modifiers," which, together with their own modifiers, should be separated from the rest of the sentence by commas; as, "Paul, the great apostle, was a man of energy." When the noun in apposition is unmodified or has only an article prefixed to it, no comma is required; as, "Paul the apostle preached to the Gentiles." Titles, when they follow the name of the person, are appositive in construction and should be separated from the name, and (in case of more than one title) from each other by commas: as, James Hills, Esq.; Rev. Noah Porter, D. D., LL. D.

EXAMPLES FOR PRACTICE.

Hand one copy, correctly punctuated, to your teacher.

1. No I am not prepared to do so.
2. Again we often hear men say that they will not believe what they cannot understand.
3. Why this is all wrong.
4. Mr. President I rise to a point of order.
5. My dear sir you are greatly mistaken.
6. We trust however that you may yet see it in a different light.
7. They were indeed better than we expected.
8. He will not therefore consent to the change of time.
9. Consequently it will not do to present the matter in that meeting.
10. They are in fact only waiting for a favorable opportunity.
11. After all it is possible that you may be wrong.
12. Just now as it happens we are out of them.
13. Secondly let us proceed to prove it from his own admission.
14. To be sure we have only his word for it.
15. Education rightly applied will bring success and honor.

RULE II.—Words, phrases, and clauses, forming a series and having the same grammatical construction, should be separated from each other by commas, unless all the conjunctions are given.

NOTE.—This rule has a variety of applications which, for convenience, we shall examine under the following heads:

1. **Single Words.**—Words forming a series admit of four cases:

(a) When a conjunction is used between each two of the words, no commas are required; as, Industry and honesty and temperance and frugality are among the cardinal virtues.

(b) When all the conjunctions but the last are omitted, a comma should be placed after each of the words excepting the last one; as, Industry, honesty, temperance, and frugality are among the cardinal virtues.

(c) All the conjunctions may be omitted, in which case a comma should also be placed after the last word in the series, separating it from what follows; as, Industry, honesty, temperance, frugality, are among the cardinal virtues.

(d) When there is an even number of words, four or more, each alternate conjunction may be omitted, leaving the words in pairs; as, Industry and honesty, temperance and frugality, are among the cardinal virtues.

2. **Modified Words and Phrases.**—Grammatical expressions, consisting of phrases, or principal words and their modifiers, when forming a series, admit of the four cases given above for single words.

Examples: Pure thoughts, good deeds, and noble aspirations elevate a man. Love for study, a desire to do right, and carefulness in choosing our companions are important traits of character.

3. **Co-ordinate Clauses.**—Simple co-ordinate members of a compound sentence admit of cases a, b, and c, for single words, and should be punctuated accordingly. Example: Speak as you mean, do as you profess, and perform what you promise.

LESSON 63

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That I, Joseph P. Tucker have made, constituted and appointed, and by these presents do make, constitute and appoint Lawrence P. Wood my true and lawful attorney for me and in my name, place, and stead, giving and granting unto said attorney full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in the premises, as fully, to all intents and purposes as I might or could do if personally present, with full power of substitution and revocation, hereby ratifying and confirming all that said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF I hereunto set my hand and seal, at Cleveland, Ohio, this Tenth day of July, A. D. 1922.

Signed and acknowledged)
in presence of)
) _____ (Seal)
)
) _____ (Seal)
)
) _____ (Seal)

STATE OF OHIO)
) ss. BEFORE ME, a Notary Public in and for
COUNTY OF CUYAHOGA) said County, personally appeared the above named Joseph P. Tucker who acknowledged that he did sign and seal the foregoing instrument and that the same is his free act and deed.

IN TESTIMONY WHEREOF I have hereunto set my hand and official seal, at Cleveland, Ohio, this Tenth day of July, A. D. 1922.

_____
Notary Public.

EXAMPLES FOR PRACTICE.

Punctuate correctly and hand one copy to your teacher.

1. They have been prompt honest and generous in all their dealings with us.
2. She writes an easy strong legible hand.
3. Apples pears grapes bananas and oranges have an upward tendency in the market.
4. He was brave pious patriotic in all his aspirations.
5. It is a useful accomplishment to be able to read write spell or cipher with accuracy.
6. Infinite space endless numbers and eternal duration fill the mind with great ideas.
7. Did God create for the poor a coarser earth a thinner air a paler sky?
8. To cleanse our opinions from falsehood our hearts from malignity and our actions from vice is our chief concern.
9. Sickness and suffering sorrow and despair poverty and crime are fruits of intemperance.
10. Eating or drinking laboring or sleeping let us do all in moderation.

LESSON 41

RULE III.—Inverted phrases and clauses, and phrases and clauses not closely connected with the words they modify, should be separated from the rest of the sentence by a comma.

(An inverted phrase is one that stands at the beginning of a sentence instead of following the word it modifies.) Illustration: To supply the deficiency, he resorted to a shameful trick. (In this sentence, "To supply the deficiency" modifies "trick," and if it followed that word no comma would be required.)

EXAMPLES FOR PRACTICE.

Punctuate correctly and hand one copy to your teacher.

1. Of all our senses sight is the most important.
2. In reply to your letter permit me to say that it is contrary to our rules, etc.
3. In answer to your inquiry we are pleased to inform you that the note was duly settled.
4. In view of these facts we shall not advise you to return.
5. When you have completed your work there come and see us.

RULE IV.—Short quotations should be preceded by a comma.

(For punctuation in case of extended quotations, or quotations introduced in a formal way, see rule for use of colon.)

EXAMPLES FOR PRACTICE.

Punctuate correctly and hand one copy to your teacher.

1. He remarked ''I am afraid it is true.''
2. There is a great deal of truth in the saying ''Pretty is as pretty does.''
3. The 37th Psalm begins with the words ''Fret not thyself because of evil doers.''

Practice the following alphabetical sentence until you can write it ten times in one minute. Hand one perfect page to your teacher.

John quickly extemporized five tow bags.

LESSON 62

PROXY

KNOW ALL MEN BY THESE PRESENTS: That I, James William Curzon of the Village of Andover, County of Ashtabula, and State of Ohio, do HEREBY CONSTITUTE AND APPOINT Thomas Hoyt Jackson of the City of Cleveland, County of Cuyahoga, and State of Ohio, my true and lawful ATTORNEY, for me, and in my name, place, and stead, to VOTE at any Stockholders' meeting of The National Manufacturing Company for the choice or election of officers on the Seventh day of September, A. D. 19 , or at any adjourned or special meeting of the Stockholders of said The National Manufacturing Company thereafter during the year ensuing, and until this POWER OF ATTORNEY is revoked, on all the Shares of Stock of said The National Manufacturing Company on which I should have the right to vote, and in the same manner as I should do were I then personally present, with full power to substitute an Attorney under him for like purposes.

IN WITNESS WHEREOF, I have hereunto set my hand and seal, at Andover, Ohio, this Ninth day of August, A. D. 19 .

Signed, Sealed and Delivered
in presence of

_____(Seal)

_____(Seal)

_____(Seal)

RULE V.—In dating, addressing, and directing letters, if two or more items occupy the same line, they should be separated from each other by commas.

This rule is illustrated by the following models:

Argos, Ind., Jan. 8, 1922.

Miss Ida A. Irwin,
Newtown, Conn.

NOTE.—There is a growing tendency among business men to omit the comma from the end of each line in a superscription, as shown in form 1 to 5A, page 49.

RULE VI.—Commas are used to separate the figures of large numbers into periods of three figures each.

Illustration: 13,475,629.

EXAMPLES FOR PRACTICE.

54672 9867453 1354 $365792846 57624261 36578 9235768 $356384791

RULE VII.—The omission of the verb in a sentence or clause should be indicated by a comma.

NOTE.—This omission of the verb is what is known as "ellipsis," and may occur in two ways: (1) for emphasis, or mere rhetorical effect in short sentences; and (2) by giving it in the first of a series of brief sentences and omitting it in the rest of them to avoid repetition.

Illustrations:

1. We respect deeds; they, words.
2. Reading maketh a full man; conference, a ready man; writing, an exact man.

EXAMPLES FOR PRACTICE.

1. A wise man seeks to shine in himself a fool to outshine others.
2. Curiosity allures the wise vanity the foolish and pleasure both.
3. His spelling is poor his grammar bad his writing wretched.
4. The first ingredient in conversation is truth the next good sense the third good humor and the fourth wit.

LESSON 42

THE SEMICOLON

A Semicolon should be used:

1. Just before such expressions and words as "for instance," "for example," "namely," "viz.," "i. e.," etc.

Example: The word "knowledge," strictly employed, implies three things; namely, truth, proof, and conviction.

NOTE.—When the words following one of these expressions are thrown into the body of a sentence, in a parenthetical way, no semicolon is required. (See Note 3, Rule I, for comma.)

2. After each item in a series of specific statements; as, for instance, (1) a list of articles where prices or qualifying expressions are used; (2) names of authors or their works; (3) dates or any lists of numbers intended to be taken separately; and (4) in series of closely connected sentences which contain commas, indicating ellipsis. (See Example 2, under Rule VII, for the comma.)

Example: We quote prices as follows: No. 2, $1.00; fair to medium, 90 cts.; No. 3, dull at 80 cts.; poorer grades not in demand.

LESSON 61

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS: That I, Charles L. Brown, of the City of Cleveland, County of Cuyahoga, and State of Ohio, the Grantor, for the consideration of Four Hundred Seventy-five Dollars ($475.00) received to my full satisfaction, from Ada G. Green, of Cleveland, the Grantee, have bargained, sold, and conveyed, and by these presents do bargain, sell, and convey unto the said Ada G. Green, her heirs and assigns, the following described goods, wares, merchandise, chattels, and effects, to wit:

4 Straight chairs
3 Rocking chairs
1 Brass bed
1 Mattress
4 Sheets
8 Pillow-slips
2 Bed-spreads
1 Mahogany chiffonier
1 Large mahogany table
1 Small mahogany table
1 Wicker waste-basket
1 Iron safe
1 Oak flat-top desk
1 Oak desk chair
1 Upright piano
1 Piano bench

TO HAVE AND TO HOLD the same unto the said grantee, her heirs and assigns, to her and their own proper use and behoof forever.

And I, the said Grantor, do for myself and my heirs, covenant and agree to and with the said Grantee, her heirs and assigns, that the above bargained goods, wares, merchandise, chattels, and effects are free and clear from any encumbrances whatsoever, and that I am the true and lawful owner thereof and have good right and lawful authority to bargain and sell the same in manner and form as aforesaid, and that I will and my heirs and assigns shall warrant and defend the same against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF I hereunto set my hand at Cleveland this Twenty-eighth day of July, A. D. 1922.

Signed in presence of

_____

_____

_____

_____

EXAMPLES FOR PRACTICE.

Punctuate correctly and hand one copy to your teacher.

1. Greece has given us three historians namely Herodotus Xenophon and Thucydides.

2. We have on hand several copies of the following works which we offer cheap Laws of Business Parsons The Conflict of Laws 2 Vol Story Blackstone's Commentaries.

3. Our annual out-put has been as follows in 1903 23000 1904 32000 1905 38000 1906 47500.

4. We wish to call your attention to the following prices of our machines No 1 $75 No 2 $82 No 3 $87.50.

THE COLON

The Colon is used in business as follows:

1. Between figures designating hours and minutes; as, 9:10 A. M., 7:45 P. M.

2. After the salutation at the beginning of a letter; as, Dear Sir:, Gentlemen:. In such cases, it is followed by a dash, when the body of the letter follows on the same line.

3. Before an enumeration of articles or parts introduced by such expressions as "the following:" "as follows:" (For illustration, see above introduction to uses of colon.)

4. After a formal introduction to a speech, or lengthy quotation. Illustration: His reply was this: "America has millions for defense, but not one cent for tribute."

EXAMPLES FOR PRACTICE.

Punctuate correctly and hand one copy to your teacher.

1. Trains depart as follows 630 A M 1145 A M 410 P M and 1050 P M

2. Dear Madam Sir Miss Brown Dear Friend To whom it may concern To the Public

3. We should be pleased to supply you with any of the following popular periodicals The Century Harper's and Scribner's Monthlies The Arena or the North American Review

4. Please ship us by fast freight supplies as follows

5. Patrick Henry closed his speech with these words Caesar had his Brutus Charles the First his Cromwell and George the Third may profit by their example

Practice the following alphabetical sentence until you can write it six times in one minute. Hand one perfect page to your teacher.

Work with zeal, and the quality of your work will very soon bring just recompense.

LESSON 43

THE INTERROGATION

The Interrogation is used at the close of direct questions.

Example: Can you come and see us?

NOTE 1.—An interrogation should be used after an interrogative phrase or clause that is repeated in the body of a declarative sentence; as, The question, What do we live for? is a solemn one.

NOTE 2.—Usually the interrogation is equivalent to a period, but not always; sometimes the interrogative clause occurs in the middle of a sentence, while at other times the sentence is composed of a series of questions, so that the interrogation may be equivalent to a comma or a semicolon. It is important that the writer should know to what the interrogation is equivalent, as upon this depends whether the next word shall begin with a capital. The way to determine this is to change the questions into declarative form. If, when this has been done, the questions are found to have been resolved into independent statements, the interrogation is equivalent to a period; but if the expressions appear as a series of clauses or expressions requiring the comma or semicolon for their punctuation, the interrogation will be found to have been equivalent to one or the other of those marks, and the next word will not begin with a capital.

LESSON 60

LAST WILL AND TESTAMENT

I, Clinton Russell, of the City of Chicago, County of Cook, and State of Illinois, being about thirty-four years of age and of sound and disposing mind and memory, do make, publish and declare this my LAST WILL AND TESTAMENT, hereby revoking and annulling any and all will or wills by me made heretofore:

FIRST: My will is that all my just debts and funeral expenses be paid out of my estate as soon after my decease as shall be found convenient.

SECOND: I give, devise and bequeath to my wife, Elizabeth Brown Russell, all of my personal property of whatsoever nature.

THIRD: I give, devise and bequeath to my son, Edwin Russell, our only child, all of the real estate of which I am possessed.

IN TESTIMONY WHEREOF I have set my hand to this my LAST WILL AND TESTAMENT, at Chicago, this twelfth day of January, in the year of our Lord one thousand nine hundred and twenty-one.

_____

ATTESTATION: The foregoing instrument was signed by the said Clinton Russell in our presence, and by him published and declared as and for his LAST WILL AND TESTAMENT, and at his request and in his presence, and in the presence of each other, we hereunto subscribe our names as attesting witnesses, at Chicago, Illinois, this twelfth day of January, A. D. 1921.

_____resides at____

_____resides at____

Illustration: (1) Shall a man gain the favor of heaven by impiety? by falsehood? by murder? by theft?

Declaratively: A man can not obtain the favor of heaven by impiety, by falsehood, by murder, by theft. Equivalent to commas.

(2.) Who will heed his absurd claim? who will be influenced by his apparent misrepresentations?

Declaratively: No one will heed his absurd claim; no one will be influenced by his apparent misrepresentations. Equivalent to the semicolon.

EXAMPLES FOR PRACTICE.

Punctuate correctly and hand one copy to your teacher.

1. When does he expect to return Are you prepared for the suit
2. Will you kindly inform me as to where I can obtain them
3. His question ''How are we to prove it'' was timely
4. ''Well what are you going to do about it'' was his question
5. Is she fond of music of art of literature

THE EXCLAMATION

The Exclamation is used after words, phrases, or sentences expressing strong emotion. (Note 1 on the use of the Interrogation applies also to the Exclamation.)

Illustrations: O wretched state! Alas! I am undone. Oh, where shall rest be found! Oh! Where shall rest be found!

NOTE 1.—Concerning the use of O and Oh, the student is referred to Webster.

NOTE 2.—The business uses of the exclamation are rare.

QUOTATION MARKS

Quotation Marks are used to show that the words enclosed by them are the exact words of another writer or speaker. (For illustration, see examples for practice, under Rule IV of the comma.) When one quotation is contained within another it should be indicated by single marks. Should the contained quotation come at the end of the sentence, three apostrophes should be used after it.

Examples: He began by saying, "The old proverb, 'Well begun is half done,' contains an important truth."

The speaker replied, "In the words of the immortal Lawrence, I would say, 'Don't give up the ship.' "

NOTE.—A period or comma after the last word of a quotation is placed before the quotation marks. Other punctuation marks are placed before the quotation marks, if they are part of the quotation, and after them if they are used for punctuating the sentence itself. The dash, used to show that the quotation is incomplete, should come within the last quotation marks.

EXAMPLES FOR PRACTICE.

Punctuate correctly and hand one copy to your teacher.

1. In his last moments he uttered these words I fall a sacrifice to wealth and luxury
2. Throwing herself in front of Marie Antoinette Elizabeth exclaimed I am the queen
3. My friend said the excited driver you should turn to the right and give me half the road.

LESSON 44

THE PERIOD

The Period should be used in the following places:

1. At the close of all declarative and imperative sentences.
2. After all abbreviations; as, Co., Mass., Dr., C. O. D.
3. After headings, addresses, and signatures to letters and other documents.
4. As a decimal point between dollars and cents, and after the denominations of Sterling money; as, $4.50, $35,627.90, £19. 3s. 4d.

LESSON 59

Fractions.—Fractions may be represented by a hyphen; as, 3-4, 7-8, or by the diagonal mark; as, 1/2, 2/3, with or without raising the first figure a little.

Ask the teacher for paper and write the following form; one perfect copy to be given the teacher.

No. 16,725

W. H. BRADLEY, 522 SUPERIOR ST

Flour and Feed.

Chicago, Ill. Sept. 30, 19

(YOUR PLACE.)

Sold to George R. Farmer

Ashton, Illinois

Terms 2%-30 days *Shipped by* American express

1	Bbl. Flour			8	50		
1/2	Ton flour middlings			20	00		
1	Ton hog meal			40	00	68	50

5. After letters used as numerals, and after figures or letters, used to number paragraphs, notes, remarks, questions, or any enumeration of particulars; as, (IX.), (1. 2. 3. etc.), (Rule 1.), (See §10.), (Rem. 3, p. 16.), (Rem. d.), (p. 4, Vol. 2.)

MISCELLANEOUS EXAMPLES FOR PRACTICE.

Abbreviate and punctuate correctly and hand one copy to your teacher.

1. general, amount, agent, account, merchandise, credit, draft, charged, hundred weight, United States, New York.

2. Cleveland Ohio Dec 1 1920 Philadelphia Pa Jan 15 1921

3. Smith Publishing Company Nos 10 and 12 North Prospect Street Baltimore Md. Dr A P Nicholls Medina Medina Co Ohio

4. I remain Yours truly John Smith We are Very respectfully yours Smith Brown & Jones

THE DASH, MARKS OF PARENTHESIS, AND BRACKETS

The Dash.—Dashes are used: 1. When the parenthetical expression has not as close connection with the rest of the sentence as would be indicated by commas; as,—

"The statement may be true—I am not prepared to dispute it—that he is guilty."

2. When there is a sudden break or transition in the thought; as,—

"In the next place—but I will not discuss the matter further."

3. To mark the omission of letters or figures; as,—

Mrs. W——n. The City of C——d. Matthew IX: 1–14. Pages 48–52. 1776–79.

4. After *as, namely,* etc., when the enumeration or statement thus introduced begins on the next line; also to separate the name of an author from an extract from his writings; as,—

The man that blushes is not quite a brute.—*Young.*

Marks of Parenthesis ( ) are used when the parenthetical portion has little or no connection with the rest of the sentence. Thus: He is (I speak from a knowledge of facts) disposed to keep up the deception.

"If a point would be required between the parts of a sentence, in case no parenthesis were there, then, when the parenthesis is inserted, said point should be inserted also, and should be placed after the second mark of parenthesis; as, 'Pride, in some disguise or other, is the most ordinary spring of action.' 'Pride, in some disguise or other (often a secret to the proud man himself), is the most ordinary spring of action.' If the parenthetical part requires, at the end, a point of its own, this point should come inside of the last mark of parenthesis, and the point belonging to the main sentence should come before the first mark of parenthesis; as, 'While the Christian desires the approbation of his fellow-men, (and why should he not desire it?) he disdains to obtain their good-will by dishonorable means.' 'Say not in thine heart, 'Who shall ascend into heaven? (that is to bring Christ down from above;) or, who shall descend into the deep? (that is to bring up Christ again from the dead) but what saith it?' "

The above remarks apply equally to marks used in connection with the dash.

One frequent use of the marks of parenthesis is to enclose figures used in enumerating a series of particulars; also to enclose figures and letters referring to a note, rule, paragraph, section, remark, or page, to which attention is called.

Example: We have already referred (§ 12, p. 27) to this matter.

Marks of parenthesis are used to enclose an amount or number in figures, when it is also written in words.

Illustrations: Ship us twenty (20) bushels of apples by freight. Enclosed please find twenty dollars ($20) to apply on account.

For further illustration, see use of these marks under Rule II for Comma and under Semicolon.

Brackets [] are similar to marks of parenthesis, but are restricted in their use to enclose what is entirely independent of the sentence in which it occurs; such as interpolations, notes, corrections, or explanations made by authors in quoting from others, and by editors, when they introduce words of their own into matter furnished by contributors. The brackets are seldom used in business writing.

LESSON 58

FORM 9

The Sterling & Welch Co.
1225 Euclid Avenue, Cleveland.

July 7, 19

Mr. H. A. Brown,
Akron, Ohio.

Dear Mr. Brown:

We beg to submit herewith our estimate and specifications for the new draperies for the Living Room and Sun Room in your residence, as selected by you and Mrs. Brown.

OVER - CURTAINS

Living Room:

2 pairs of over-curtains, to hang from the tops of the windows to the floor, made of the same tone figured silk in old gold coloring, using full width to the side, lined with sateen, held back with bands of the same material, made and hung complete with necessary hardware, for - - - - - - - - - - $22.50

Sun Room:

5 pairs of over curtains of striped sunfast taffeta, full width to a side, made and hung with necessary hardware and with traverse cords and tassels, for - - - - - $45.00

We trust we may be favored with your esteemed order for the above drapery work, which, if awarded to us, will have our best attention.

Respectfully submitted,

THE STERLING & WELCH CO.

PER

Address reply to the Company not to Individuals and Refer to these Initials

LESSON 45

THE HYPHEN

The Hyphen (-) is used between the parts of compound words, and at the end of a line to indicate that a word is divided.

In dividing words at the end of the line, care should be taken that the division is strictly according to syllables; that is, never write part of a syllable at the end of a line and the remainder at the beginning of the next line. Never place the first syllable of a word at the end of the line, when that syllable contains but one letter; neither should the last syllable, when it consists of but a single letter, be placed at the beginning of the next line.

It is not always easy to decide whether the hyphen should be used to indicate the compounding of two words. The following directions are abridged from an article written by a practical printer, and published in the National Educator:

1. When two nouns come together and the second one implies the act of containing the first, a hyphen is used to connect them; thus, wood-box, paper-box, glass-box, ice-house; when, however, the first noun indicates the material of which the second is made, no hyphen should be used; as, wood box, paper box, glass box, ice house. Notice the difference in meaning between these and the compound words above.

2. When two adjectives stand before a noun and the first one belongs rather to the second than to the noun itself, the hyphen should be used between the adjectives; as, red-haired boy, eight-day clocks, ten-cent toys, nine-inch pipe, six-inch wheels.

The omission of the hyphen from the above will change the meaning to a red boy with hair, eight clocks each running one day, ten toys each worth one cent, six wheels each one inch in size, etc.

3. Sometimes two words of the same part of speech are connected by the word *and*, the three forming an adjective; thus, up-and-down motion, cut-and-slash fury. If the two adjectives qualify the noun equally, no hyphen is necessary. If we speak of a shipping-case, for instance, we use a hyphen, and so in retailing-case; but if both words, "shipping and retailing," come before the word "case," no hyphen should be used; as, shipping and retailing case.

4. A participial adjective coming before a noun, indicating the general or habitual use of the noun, should have a hyphen; as, printing-press, sewing-machine. A printing press is a press which is just now printing, but a printing-press is used for printing in general, though at this instant it may be perfectly still. So with writing machine, writing-machine, and similar expressions.

To the above may be added the following specific statements:

1. Two numerals expressing a compound number should be united by a hyphen; as, twenty-one, thirty-six, etc.

2. The word "fold," when annexed to a numeral of more than one syllable, should be separated from it by a hyphen; as, twenty-fold, sixty-fold, etc., but when the numeral has but one syllable, no hyphen should be used; as, twofold, fourfold, etc.

3. When fractions are expressed in words instead of figures, a hyphen should separate the two parts; as, one-half, three-fourths, etc.

4. The words "half" and "quarter," when prefixed to a noun, should be separated from it by a hyphen; as, half-dollar, quarter-pound, etc.

Usually, though not always, when two words are compounded, and each one retains its original accent, a hyphen should be used; as, snow-shoe, All-wise, town-hall; but if the accent of one of the words is dropped, the hyphen should be omitted; as, railroad, bookkeeper, typewriter, etc.

LESSON 57

FORM 8

The Halle Bros. Co.
EUCLID AVENUE
Cleveland,

JANUARY
TENTH
1 9 2 2

Mr. P. Glasbeck,
Cleveland, O.

Dear Mr. Glasbeck:

When a man wears Evening Clothes--the comfortable feeling of absolute correctness in every detail of his appearance adds much to his sense of assurance, and allows him freedom from every conscious thought of self.

Keenly alert to the requirements of the man who is discriminating in his dress, The Halle Bros. Co. has paid particular attention to the assembling of correct attire for the formal and semi-formal occasions in connection with the Automobile Show.

Evening Clothes	Hats	Linen
Tuxedoes	Shoes	Jewelry
Overcoats	Mufflers	Hosiery
Waistcoats	Canes	Cravats

The Specialty Shops of the Halle Bros. Co. are so conveniently located that one may assemble a complete outfit in a brief shopping trip.

Respectfully yours,

THE HALLE BROS. CO.

SAW:HGW

EXAMPLES FOR PRACTICE.

Write out the following words and be able to give reasons for using or not using the hyphen, as the case may be, handing one copy to your teacher:

coffee pot, type case, shell box, gold pen, silver casket, ten cent counters, two dollar hats, rosy cheeked girl, money drawer, hat box, hat rack, shaving soap, razor case, book case, well to do farmer, happy go lucky fellow, half hearted way, letter box, pen and ink copy, 60 cent gas, water pail, out of the way place, walking cane, fruit stand, cake stand, pocket book, letter carrier, stamp book, good bye, open faced, in door, out put, out going, passer by, working men, step son, man of war, charter party.

LESSON 46

OTHER MARKS USED IN WRITING AND PRINTING

The Apostrophe (') is used:

1. To mark the omission of a letter or syllable; as, o'er, ne'er, 'tis, they'll.
2. To mark the omission of the century in dates; as, '92, '07, etc.
3. With the *s* to indicate the plural of a letter, figure, or sign; as, the a's, the 9's, the x's.
4. With the *s* to indicate the possessive case of all nouns, excepting plurals that end in *s*. When a plural noun ends in *s*, the apostrophe follows that letter to indicate the possessive case. See Lesson 47. The apostrophe should not be used with the possessive pronouns *his, ours, yours, its,* etc.

The Caret (^) is used to mark the omission of a letter, a word, or a number of words. The omitted part is generally written above and the caret shows where it should be inserted. Examples:

s sent
It was an omi^sion. I had just ^a telegram to him.
of yo^ur house, C. O. D.,
If it is not contrary to the rules ^please ship the above goods by express ^subject to inspection.

The above examples are given ^to fully illustrate its use, but it is perhaps needless to say that all short MSS. should be *rewritten* to supply omissions.

Marks of Ellipsis.—Sometimes a long dash (———), or a succession of stars (* * * * * * *), or of points (. . . . . .), are used to indicate the omission of a portion of a sentence or discourse. Leaders are a succession of dots used to carry the eye to something printed at a greater or less distance to the right.

Marks of Reference are such as the asterisk (*), the dagger (†), section (§), parallel lines (||), etc., used to call attention to some note or remark in the margin, at the bottom of the page, or end of the chapter.

IMPORTANCE OF PUNCTUATION

The importance of correct punctuation is shown by the following illustrations:

John Quincy Adams once gained a law suit involving $50,000, the decision of which turned on the position of a comma.

The Tariff Act passed by the XLIId Congress provided that fruit plants, and certain other commodities, should be admitted free of duty. In engrossing or printing the Act, a comma was inserted between fruit and plants, consequently, "all fruits," and "all plants" were put upon the "free list," and this mistake (if mistake it was) cost the United States about $2,000,000. A special Act of Congress was necessary to get rid of that comma.

Sometimes ludicrous mistakes occur by the misplacing or omission of punctuation points.

A toast at a public dinner was, "Woman; without her, man would be a savage." The next day it appeared in print, "Woman, without her man, would be a savage."

LESSON 56

FORM 7

THE PRACTICAL TEXT BOOK COMPANY

PUBLISHERS

HENRY T. LOOMIS, PRESIDENT.
LEROY H. LOOMIS, TREASURER.
HAROLD C. LOOMIS, SECRETARY.

LOOMIS BUILDING
EUCLID AVENUE
EIGHTEENTH ST.

CLEVELAND, OHIO

May 27, 19

The Central Printing Company,
237 Superior Avenue,
Cleveland, Ohio.

Gentlemen:

This is to confirm the order given to you by telephone this morning for printing the following books:

10,000 Plain English
20,000 Letter Writing Lessons.

The Plain English are to be printed on the 80-lb. M. F. stock like sample #2 which you sent us and the Letter Writing Lessons are to be on 60-lb. stock of the same make as sample #2.

As explained to you over the phone we are urgently in need of the Plain English and wish to have you print these at once, advising us as to the earliest date that we may expect to have them sent to the bindery. There is no immediate hurry for the Lessons but we would, of course, like to have them completed within two months.

It is understood that the above order is at the prices quoted in your letter of May 24th.

Sincerely yours,

THE PRACTICAL TEXT BOOK COMPANY

By

This notice was once read in church: "John Brown having gone to sea (see) his wife, desires the prayers of the congregation in his behalf." The comma should have been placed after the word sea.

Punctuate the following lines so as to make them express a fact:

Every lady in the land has twenty nails upon each hand
Five and twenty on hands and feet this is true without deceit.

An epitaph—punctuate to suit, and hand one copy to your teacher.

He is an old and experienced man in vice and wickedness he is never found opposing the works of iniquity he takes delight in the downfall of his neighbors he never rejoices in the prosperity of any of his fellow creatures he is always ready to assist in destroying the peace of society he takes no pleasure in serving the Lord he is uncommonly diligent in sowing discord among his friends and acquaintances he takes no pride in laboring to promote the cause of Christianity he has not been negligent in endeavoring to stigmatize all public teachers he makes no exertions to subdue his evil passions he strives hard to build up Satan's kingdom he lends no aid to the support of the gospel among the heathen he contributes largely to the evil adversary he pays no attention to good advice he gives great heed to the devil he will never go to heaven he must go where he will receive the just recompense of his reward.

LESSON 47

Exercise in Possessive Case

This lesson not only requires frequent use of the apostrophe (') , but gives a valuable drill in the position of the apostrophe in the formation of singular and plural possessives, and the possessive case in the use of firm names. Write for practice two full lines of each expression, and give to the teacher one full page, embracing enough of the expressions to fill the page.

The owner's risk. John's hat and Mary's bonnet. John's and Mary's hats. John's and Mary's basket. A lady's gloves. Ladies' gloves. Men's shoes. Boys' shoes. Children's clothing. Horse's ears. The firm's credit. Smith & Brown's credit. Smith's and Brown's credit. The corporation's attorney. The company's interests. At Smith, Brown & Co.'s risk. Consignee's charges. Consignor's loss. For their and our joint account, stored at Brainard's. At the bank's option. George and Ellen's brother. George's and Ellen's brothers. For the R. R. Co.'s benefit. By the railroad company's order. At the railroad companies' joint rates. The plaintiff's exhibit ''A''. The defendant's amended petition. The lawyer's charges. The lawyers' charges. The court's ruling. The courts' dockets. The boat's crew. The ships' hulls. The king's palace. The King of England's palace.

LESSON 55

FORM 6

H.C. ELLISON, PRESIDENT
C.F DIXON, SECRETARY
F M ROWE, ASST. SECRETARY
M.B. & H H. JOHNSON, ATTORNEYS

THE OHIO MUTUAL SAVINGS & LOAN CO.
39 PUBLIC SQUARE,
AMERICAN TRUST BLDG.
CLEVELAND, O

Feb. 28, 19

Mr. James H. Stoddard,

Bethlehem, Pa.

Dear Sir:

We regret very much to again have to call your attention to the matter of overdue interest on your mortgage. Unless we have something substantial from you within ten days from date, we shall be compelled to refer you to our attorneys, who will push the collection for us.

Trusting we shall have your reply by return mail, we remain

Yours respectfully,

THE OHIO MUTUAL SAVINGS & LOAN CO.

Secretary.

Technical Words

Almost every line of business has its own peculiar phraseology. Certain words of ordinary occurrence are there used in a restricted sense or with a special meaning—often a meaning which seems to have no connection with its ordinary use. Such usage is called the *technical* use of an ordinary word. The operator will have little difficulty in becoming familiar with the altered sense, and as the spelling remains the same, dictations of this kind will be easily transcribed correctly. But besides the technical use of ordinary words there are other words used only in that special line of business, and which would have no meaning apart from that particular subject, and these are called *technical* words.

We cannot, of course, undertake to present the technical words of many different lines of trade or manufacture, but as the subject of electricity has been developed almost wholly within the period of the present generation, we give below a lesson consisting of electrical terms; and we recommend those who expect to take a position in any special line, to get, from some one who is familiar with that line, a list of the technical words and phrases used therein, and practice writing those particular words before taking such a position.

Electrical Terms

Write one line of each word for practice, and hand to the teacher one page embracing the first fifty words.

Accumulator alternator ampere arc armature battery bobbin cell circuit coherer coil commutator condenser conductor current deflection disc dynamo dynamic electricity electrode electromagnet electrometer electrophorous electroscope galvanism galvanometer helix incandescence induction ions insulator microphone meter motor negative ohm oxidation polarized positive static volt voltaic voltameter watt

LESSON 54

FORM 5

GEO. N. COMFORT PREST & TREAS

L. F. FOSTER, SECY

THE GEORGE N. COMFORT LUMBER CO.
WHOLESALE

LUMBER

ROCKEFELLER BLDG
CLEVELAND

July 8, 19

Hammond Lumber Co.,

Columbus, Ohio.

Gentlemen:

The writer has just returned from North Carolina, and is in receipt of your telegram of the 6th instant and letter of the 9th instant, giving prices on yellow pine. We have made our estimate on this lumber, but cannot yet tell whether or not we shall receive the order. You have been very kind in naming us prices and answering our numerous inquiries, and we sincerely trust that we shall be able to give you an order for something.

Yours truly,

THE GEORGE N. COMFORT LUMBER CO.

GNC-MC

Prest. & Treas.

LETTER WRITING

The work of most stenographers consists mainly in writing business letters, therefore the shorthand writer ought to gain all the information possible on this subject. The following chapter, covering in condensed form the more important points about business letters, should be carefully studied:

THE MATERIALS

To produce good typewriting work, a superior quality of ribbon and paper is required, and the tools must be in good order. It is impossible to do neat typewriting with a machine that is dirty, out of alignment, or otherwise in bad condition.

PARTS OF A LETTER

The Heading of a letter embraces the address of the writer and the date. It may occupy one, two, or three lines according to the length of the address; never more than three, and in typewritten letters usually two lines.

Business firms generally use printed headings embracing the address, in which case it is only necessary to write the date. Various forms are given in the Model Lessons. Notice their arrangement and punctuation.

The Introduction includes the name and address of the party written to, and the salutation. The name of the person, or title preceding it, should begin the same distance from the edge of the paper as the full lines in the body of the letter.

The arrangement of the address and salutation depends somewhat upon the length of the address, and also upon the individual taste of the writer. Several different forms are given in the Models.

Titles.—It is best to use some title in the address, either before or after the name. The more common titles are *Miss, Mrs., Mr.,* and *Esq.* If a gentleman has no literary, professional, or military title, his name should be preceded by the abbreviation Mr. The title "Esq." should not be used indiscriminately in business letter writing, and usually only in addressing gentlemen of the legal profession. Mr. and Esq. should never both be used, either in the introduction of the letter or address on the envelope. If you use one, omit the other.

Two or more titles of courtesy should not be connected with the same name, except in cases like the following: If a married man has a professional or military title prefixed to his name, Mrs. may be used before it to designate his wife, as *Mrs. Secretary* Blaine, *Mrs. Dr.* Smith, etc.; and in writing to a clergyman, whose surname only is known, it is customary to address him as *"Rev. Mr.* Brown." Two or more professional or literary titles may be used with one name, as *Rev.* John Smith, *D. D., LL. D.* When titles are so used, they should be written in the order in which they are supposed to have been conferred.

In addressing a firm of gentlemen, the proper title is *"Messrs.,"* (abbreviation for *Messieurs,* French plural of Mr.); if young ladies, *Misses;* married or elderly ladies, *Mesdames* (pronounced *Ma-dahm'*). If the firm is composed of ladies and gentlemen, use no title. Messrs. should never be used without the names of the persons. It is just as incorrect to use *Messrs.* as the salutation of a letter as to use the singular form, *Mr.*

The Salutation is a term of affection, respect, or politeness with which we introduce the letter.

The terms used almost exclusively in business letters are *Sir, Dear Sir, Sirs, Dear Sirs, Gentlemen,* and *Madam.* The salutations employed in addressing one gentleman, are *Sir,* used in writing to public officials and in the most formal business letters; *Dear Sir,* the form most used in business; and *My dear Sir,* denoting more familiarity. The correct salutation to use in addressing a married lady is *Madam,* or *Dear Madam.* In addressing an unmarried lady, the salutation should be omitted, as in Model 7. Write her name and address, then begin the letter. The salutation for a firm of gentlemen is *Sirs, Dear Sirs,* or *Gentlemen.* Never abbreviate *Dear* to *"Dr.,"* or *Gentlemen* to *"Gents."* An almost unlimited number of salutations might be given for social letters, such as *Dear Friend, Dear Mother, My dear Smith, Friend Brown, Dear Charlie,* etc..

Complimentary Close.—The complimentary close is the phrase of respect, courtesy, or endearment written at the end of the letter. The words used vary according to circumstances and taste, as in the salutation. For *social* letters, a great variety of forms might be given; such as, "Yours truly," "Your friend," "Your father," "Ever yours," "Very sincerely yours," "Faithfully yours," etc.

LESSON 53

FORM 4

EIGHTH FLOOR
COLUMBIA BUILDING,
PROSPECT AVE. & E. 2ND ST

A. H. SHOTTER
K. E. FAERBER
C. C. BRAUN

Shotter, Faerber & Co.

INSURANCE

Cleveland,

Feb. 19, 19

Frank H. Jenkins, Esq.,
Dayton, Ohio.

Dear Sir:

We beg to remind you that we shall expect a prompt settlement of your accounts on the first of next month.

All over-due premiums must be reported or the receipts returned for cancellation, and any new policies that have not yet been paid for must also be returned.

Please give this your careful attention.

Yours very truly,

SHOTTER, FAERBER & CO.,

HRS-OBP

President.

The complimentary close depends somewhat upon the salutation, and the same words should not be used in both. If a person is addressed as "dear friend" in the salutation, the word "friend" should not be repeated in closing; and if a person is addressed as "dear friend" in the salutation, "respectfully" would be too formal to be used in the complimentary close. The word "remain," used in closing a letter, implies previous correspondence.

In closing *business* letters, the words most used are "Yours truly" and "Yours respectfully." These may be emphasized by using the word *very* after "Yours" in either form; as, "Yours very truly," or varied by inversion of the words; as, "Truly yours" or "Respectfully yours."

Official letters usually have a more formal close than any others, but these forms of official etiquette are not always adhered to. The term "Your obedient servant," so generally used in official letters, is also a very appropriate term to use in writing to a patron or superior.

Signature.—Every letter should be signed. Some people have a habit of mailing to friends letters without signature, or of carelessly sending out important business letters unsigned. If the letter contains a remittance, or anything of importance, the name should be written in full. A letter that is miscarried from insufficient address, or fails for any other cause to reach the party for whom it is intended, is sent to the "Dead-letter Office," whence it is returned to the writer, if known. Thousands of dollars are lost annually through the failure of writers to sign their full names to letters containing money.

Friendly letters or those not containing matters of business importance may be signed in an informal manner.

A lady, in writing to a stranger, should sign her name so as not only to indicate her sex, but also whether she is single or married; if a single lady, she may write the title "Miss," in parenthesis, and if a married lady, she should use the title "Mrs." If she fails in this, her correspondent will not know whether to address her "Mr.," "Miss," or "Mrs." A married lady generally uses her husband's name, or initials; as, "Mrs. John Smith," "Mrs. J. W. Smith." She may use her own name and *should* do so if she is a widow.

Write your name plainly.—Because *you* know what your name is, it does not follow that every person to whom you write will know also. Do not scrawl your name in such a manner that nobody can read it. In almost any other place we can tell from the context what a word is, even if it is not distinctly written, but most *names* need to be written plainly. Much valuable time is wasted in trying to decipher illegible signatures. A custom, gaining in popular favor, is to write out the name of the person signing on the typewriter, after which it is officially signed by pen and ink. A signature written with pen, pencil, rubber stamp, or typewriter is legal, but in signing important papers, business letters, and legal documents, one should write the name with a pen.

Official signature.—A person in an official, or a prominent business position, may follow his name with words denoting his position; as, "John Jones, Chairman of Executive Committee;" "L. G. Smith, Assistant Cashier," etc. The words denoting his position are then written on the typewriter and only the name signed with pen.

The Superscription (address upon the envelope) consists of the name and title of the person written to, and his residence or post office address, the latter usually being the same as the inside address..

Politeness requires that some title be used on the envelope; a professional or official title, if the person has one, and if not, one of the common titles, *Mr., Esq.,* etc. But as a matter of fact, most business men dispense with this formality at the present day, to save time, and for the same reason some omit the salutation in pen-written business letters.

If a business letter is written to a person acting in an official capacity, his office should be designated in the address; as, "Cornelius Vanderbilt, Pres. N. Y. C. R. R. Co."

Use great care in directing letters and packages. More than 400,000 pieces of mail matter go to the "Dead-letter Office" every year because misdirected.

The arrangement of various addresses is shown in the Models 1 to 6.

Enclosure.—If an enclosure is to go with a letter, is is well to write the word "Enclosure", or its abbreviation, "Enc.", in the lower, left corner of the letter, as a reminder to the mailing clerk, and to call attention to it on the part of the one opening the letter. If there is more than one enclosure, the number should be indicated by a figure, as "3 enc." Checks, notes, drafts, money orders, and other small forms enclosed should be folded with and inside the letter.

A Special Request Envelope is one with name and address printed in the left upper corner, as in Models 1 to 6. This card may also indicate the business, and serve as an advertisement.

All letters that for any reason are not delivered to the party addressed, are sent to the "Dead-letter Office", unless they have this card printed on the envelope. To insure the prompt return of undelivered letters, this card may be preceded by the clause, "Return in—days, to", etc., as in Model 1. Envelopes simply giving your name and address are supposed to be returned in thirty days.

LESSON 52

FORM 3

THE OSTER MANUFACTURING COMPANY.

LIEBER'S CODE

CLEVELAND, O. U.S.A.
July 8, 19

ADDRESS ALL COMMUNICATIONS TO THE COMPANY.

Mr. Charles Y. Kay,
Buffalo, N. Y.

Dear Sir:

We have for sale one or two carloads of scrap wrought iron, consisting of large flat bars, 6" x 1½" x 24' long. In the lot may be four or five tons of boiler plate, cut in sheets 3/16 of an inch in thickness.

If you are in the market for the above, we will sell it to you for $35.00 per gross ton, delivered at Buffalo, N. Y., terms, three-fourths sight draft, offered subject to prior sale.

Hoping to hear from you, we are

Yours very truly,

The Oster Manufacturing Company.

Secretary-Treasurer.

The special request may be written if you do not use printed envelopes.

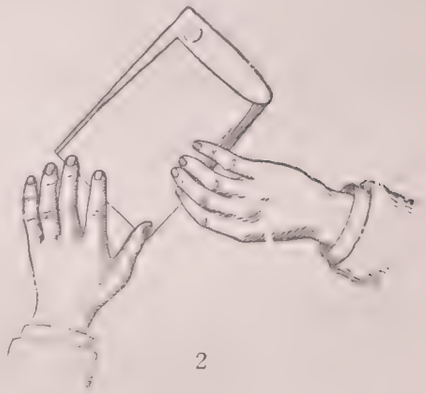
Sealed letters are returned without payment of additional postage, if the envelope bears your name and address.

Packages that appear to the post master to have sufficient value to warrant it are returned to the sender if his address is on the package, and the return postage collected at the original mailing office. *Circulars, catalogues,* etc., are returned when their wrapper bears the special request, "Please return to——," etc., and then the return postage is collected as on packages.

FOLDING

1

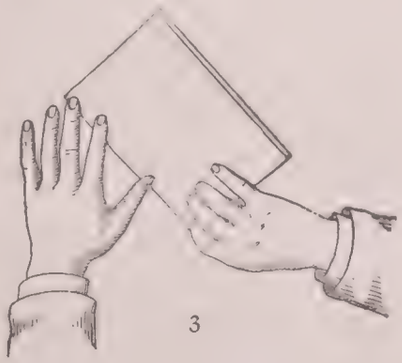
The correct way to fold a letter sheet (usually 8½ x 11 inches) for an envelope of the ordinary size, is to make three folds; first, hold the paper as shown in Figure 1, and fold from the bottom to within one-fourth to one-half of an inch of the upper edge of the paper, as in Figure 2; (if a check, draft, or other small form is to be enclosed, it may be placed between the leaves now and folded with the letter); then turn the paper, as in Figure 3, and fold from the right and left edges about equal distances, as in Figures 4 and 5, so that the sheet, after being folded, is a little smaller than the envelope.



2

Avoid folding the full width of the envelope from the right, leaving only a narrow fold from the left. It is better to make the folds equal from right and left edges of the paper, leaving the width of the envelope in the center.

Care should be taken to bring the corner of the paper, as it is folded, clear to the edge of the sheet, where the fingers of the left hand should hold it firmly, while the fold is creased down with the right. If the fingers are soiled, use a paper knife or other article for creasing down the fold. It should be pressed down smoothly, but not enough to break the paper. The illustrations here given will make clear the method above described.



3

To fit an official envelope, fold the sheet from the bottom up, nearly as far as the envelope is wide, then from top down to this point, thus giving two folds and three thicknesses of paper. Supposing Figure 3 to show the full size of a sheet of letter-paper, this method of folding is illustrated by Figures 4 and 5.

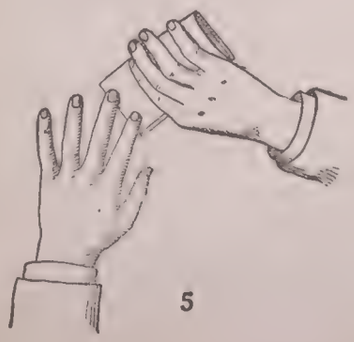
4

To put the letter in the envelope, take the envelope in the left hand with the opening up, and the back of the envelope towards you, then with the right hand place the letter in the envelope, the part last folded in first (see Figure 6); in this way the corners of the paper do not catch in putting it in, and when the letter is taken out it is right side up when opened.

The envelope should be directed before the letter is put in it.

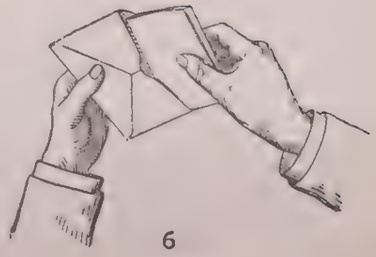
Notice carefully the arrangement, position, and punctuation of the sample envelope addresses given in Models on page....

MISCELLANEOUS HINTS



5

Position of Stamp.—The stamp should be placed on the upper right-hand corner of the envelope, about one-eighth of an inch from the end, and half as far from the upper edge; it should be right side up, with the edges parallel to the edges of the envelope. Placing the stamp on the envelope wherever you happen to is an evidence of carelessness and disrespect for your correspondent. It is just as easy, and takes no more time, to put the stamp in the right place.



6

LESSON 51

FORM 2

E. G. MUNSON,

ENGINEER, FOUNDER & MACHINIST

GRAY IRON CASTINGS, SPECIAL MACHINERY.
WOOD AND METAL PATTERNS, STRUCTURAL STEEL.

UTICA, N. Y.

July 28, 19

The Eureka Smelting Co.,
Chester, Pa.

Gentlemen:

Referring to your inquiry of the 23d instant, we beg to quote you on the shafts inquired for as follows:

Shaft "B" print No. 2347, of iron, finished and keyseated, 6½¢ per lb.

This would be on the finished and keyseated weight. If you would then wish us to bore the center tapered hole, our charge would be $25.00 extra for that work.

The tapered steel shaft, on the same spring, we will furnish at 5¢ per lb., rough turned, and 5½¢ per lb., finished turned. These prices are f.o.b. cars, Philadelphia, cash sixty days. We could furnish the steel shaft in a few days from receipt of order, but of course it would require at least three weeks to complete the large one.

Soliciting your order, which shall have our best attention, we are

Very truly yours,

EGM-P

A Letter of Introduction should always be delivered to the one introduced unsealed, that he may see its contents if he desires to do so. The envelope address of a letter of introduction is the same as if it were sent by mail, except that the words, "Introducing——" are written in the lower left-hand corner, as on the envelope in Model 3.

The way to deliver a letter of introduction is to send it to the person to whom it is directed with the name and address of the person introduced. The former should then call on the latter and extend his hospitalities.

In most cases, however, especially if it is a business letter of introduction, the bearer presents the letter in person. Care should be taken to present it at a time when it will cause the least inconvenience to the person addressed.

Letters of Application should be carefully written. Your letter of application is often the only evidence of your fitness for a position; great care should therefore be taken in the writing and wording of the letter. Read your letter over carefully before sending it, and if you see any way in which the wording might be improved, or find a single mistake, the letter should by all means be re-written.

Your success in securing the place may depend upon this slight extra trouble on your part. If the position is an important one, you will be almost sure to fail in securing it, unless your letter of application is carefully written.

Wording of the Letter.—The applicant should usually state what his education has been, what experience he has had in business, if any, state his age, qualifications, etc., and give any general information concerning himself which he thinks would interest the person addressed. It is well to enclose copies of letters of recommendation, if he has such. While the applicant should state his qualifications clearly and fully, it is equally important that he state them modestly as well.

GENERAL POSTAL INFORMATION

First Class Matter.—Postage two cents for each ounce or fraction thereof. Embraces all matter wholly or partly written, or which is so done up as to prevent examination without destroying the wrapper, and must be prepaid at least one rate, two cents. Drawings, written cards, plans, and designs are first class.

Second Class Matter.—Pertains to publishers and newsdealers. Embraces newspapers and periodicals, but they may be mailed by others than publishers, at the rate of one cent for each four ounces or fraction thereof, when they are enclosed in one wrapper, and must be fully prepaid by stamps affixed.

Third Class Matter.—Postage one cent for each two ounces or fraction thereof. Embraces books (printed), and all printed matter in unsealed wrappers, and the limit in weight is four pounds, except in the case of a single book, which weight is unlimited and must be fully prepaid. Photographs are now third class.

Parcel Post.—All fourth-class matter goes as parcel post. It embraces all other matter, including farm and factory products, not now embraced by law in either the first, second, or third class. Books have recently been admitted to parcel post, and it is probable that all third-class matter will be included. Packages are limited as to size and weight, and many articles of perishable or destructible nature are subject to special regulations as to packing. The amount of postage necessary varies according to the distance the package is sent.

Unmailable Matter.—Liquids (except when packed as provided by regulation), poisons, explosive or inflammable articles, or any article which is liable to injure the mails or persons handling the same. Sharp-pointed instruments, except when properly done up, are unmailable, also any matter not directed to a post office.

Special Delivery Stamps.—A "special delivery stamp" placed on a letter or package, *in addition to the regular postage,* will insure its immediate delivery, within certain limits, at any post office in the United States. Such mail is delivered to persons living within the carrier districts in large cities, or within one mile of the post office at offices not having carrier service. "Special delivery stamps" cost ten cents, and can only be used for the special purpose for which they were designed, and not for the payment of regular postage. Ten cents in regular postage stamps may be used for special delivery, by writing near the stamps the words, "For Special Delivery."

Postal Cards are unmailable when anything is pasted on them or attached thereto, or when anything not necessary to complete the address is written or printed on the address side.

Domestic Mail Matter.—Domestic mail matter includes all matter deposited in the mails for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States. Porto Rico and Hawaii are included in the term "United States." The Philippine Archipelago, Guam, Tutuila (including all adjacent islands of the Samoan group which are possessions of the United States), and the Canal Zone are included in the term "Possessions of the United States." The term "Canal Zone" includes all the territory purchased from Panama, embracing the "Canal Zone" proper and the islands in the Bay of Panama named Perico, Naos, Culebra, and Flamenco. Domestic rates of postage also apply to mail matter sent from the United States to Canada, Mexico, Cuba, and the United States postal agency at Shanghai, China.

32.—Why to make them.—In business it is many times desirable to have two or more copies of typewriter work, and more than one copy is often required of legal work. If it is copy for publication, and the original is lost or not returned by the publisher, the author will thus have a duplicate copy. Some business firms preserve copies of their correspondence by having a carbon copy made of each letter and fastening it to and filing it with the letter to which it is an answer. When several copies, all alike, are needed, it is only necessary to read *one* for correction, if the others are carbon copies.

33.—How made.—Carbon copies are made as follows: on a thin sheet of white paper, place a sheet of semi-carbon paper, the carbonized side up; on this another sheet of white paper, then a carbon sheet as before, and arrange all the sheets in the same manner. The first and last sheets should be white paper. The use of heavy paper with one end folded down a little, to slide the sheets of thin paper in, will facilitate the arrangement of the paper. The paper may be lifted on this heavy sheet when put in the machine, to keep pages even and prevent displacing or wrinkling. Place the sheets one directly over another and put them in the machine carefully, with the copying side of the carbon paper uppermost, and, to keep the paper smooth, allow the roller to draw them into position. Very thin paper must be used if many copies are required. Several sheets of paper in the machine at one time may enlarge the diameter of the roller enough to cause part of the type to strike out of line. If so, raise the front carriage wheels by pasting strips of paper or stretching a rubber band over the track on which they run. In making very few copies with fresh carbon, strike lightly, and heavier for many copies or with worn carbon.

Mistakes should be avoided in manifolding, as it is very difficult to erase on thin paper. It is best to rewrite the whole page if a mistake is made.

Full carbon.—For a large number of copies, carbon paper making two impressions and very thin white paper should be used. Place a carbon sheet between each two sheets of white paper, having two sheets of writing paper towards the ribbon and one next to the roller.

Hints.—Use only the best carbon paper. Buy only about the number of sheets needed. Keep it in a tight tin box the carbon sides together, and the sheets flat, never allowing them to crease. Carbon paper may be freshened by placing in newspaper, the whole between sheets of wet blotting paper, and keeping it in a letter-press a few hours.

All important business letters should be filed for reference. There is such a variety of indexed files in use that instruction as to the details of filing cannot well be given here. The operator will need to conform to the methods in use where he is employed, unless he can suggest and secure the adoption of a better system.

In Lessons 51 to 58, inclusive, are given model letters. The student should write at least one perfect copy of each form, making carbon copies, in accordance with instructions for making carbon copies given on the preceding page.

The tabulating keys should be used, the proper setting for each letter being determined by the student, in accordance with the models shown.

Form 3 is known as the Block Style of letter; forms 5 and 6 show double spaced style for short letters on full-sized letter-heads; form 7 shows the Extended Paragraph Style which is effective for a change; and forms 8 and 9 are advertising and quotation letters, respectively, which stenographers are frequently called on to arrange.

CAPITALS

The correct use of capitals in the heading, introduction, close, and superscription of letters may be learned from the models. Ordinarily, every word on the envelope is capitalized. Every important word of the address and every noun in the salutation should be capitalized. It is allowable and customary, in writing sums of money, especially in the body of a check, draft, or note, to use capitals to begin all numerals; as, "One Thousand Four Hundred and Seventy-five Dollars." It is also allowable in writing headings or advertisements to capitalize important words. In other cases, follow these rules:

CAPITAL LETTERS SHOULD BE USED:

To begin every sentence.

To begin every line of poetry.

To begin every quotation forming a sentence; as,

Pope says, "Hope dwells eternal in the human breast."

To begin all words denoting the Deity; as,

"Trust in Providence." It is also customary to capitalize all personal pronouns referring to the Deity; as, "Trust in *Him* and *He* will give you strength."

To begin proper nouns and titles; as,

"Ben Hur was written by Gen'l Lew Wallace, of Crawfordsville, Ind." In geographical names, composed of proper and common nouns, such as "New York city," "Ohio river," only the first part should be capitalized, unless the name is used in the address, because it may be used alone. But in case of such names as "Jersey City," "White Mountains," etc., both words must begin with capitals, because they are taken together as one name.

To begin the names of city, county, state and national official bodies, and departments of the government, and official titles of the officers of the same; as,

City Council, Infirmary Directors, State Legislature, Post Office Department; Mayor, Sheriff, Governor, Minister to Russia (but not a governor, a sheriff, a constable, a policeman, a justice of the peace, except directly preceding a name).

To begin the names of all organized bodies, companies, and political organizations; as,

The Odd Fellows, The Cleveland Printing Co., National Guard. The titles of officers of societies and of railroads should not be capitalized unless immediately preceding a name.

To begin proper adjectives, the names of all religious sects, all political parties, and adjectives or verbs derived from them; as,

The American people; Baptist; Republican; the Congregational church; the Republican party.

To begin names of things spoken of as persons, and of especially important things, events, or bodies of men; as,

"Upon this, *Fancy* began to bestir herself;" Declaration of Independence; the Reformation; National Republican Convention.

To begin the names of holidays, days of theweek, months, and streets.

Names of the seasons should not begin with capitals, unless they are personified.

The pronoun *I* and interjection *O* should be capitalized.

To begin words denoting certain regions; as,

Transatlantic, the North, the South, the East, the West, and their corresponding adjectives, when applied to divisions of a country; as, the North of Africa, Southern Ohio, Pacific Coast.

To begin the words State and Territory where referring to one of the United States, but not "church and state," and similar uses.

To begin words used to indicate the Bible directly; as,

The Scriptures, Gospel of Luke, etc., but not in "to preach the gospel," "scriptural doctrine," etc.

To begin the names of important buildings and localities; as,

The Public Library, the High School (but not when spoken of in a general sense; as, "our high schools"); Central Market; the Penitentiary; but not jail, prison, or post office, when spoken of in a general sense.

LESSON 50

FORM 1

Cleveland, Ohio,
August 15, 19

Root & McBride Co.,
1250 W. 6th St.,
Cleveland, Ohio.

Gentlemen:

Please allow the bearer, Mr. John C. Brown, credit for any goods he may wish, to an amount not exceeding $1500.00, on four months' time, and we will be responsible to you for the prompt payment of the bill.

Should he make any purchases from you on account of this letter, please notify us of the amount, and in case of failure in payment of account when due, let us know immediately.

Yours very truly,

THE SMITH & BROWN COMPANY

Vice President.

LESSON 48

POSTAL CARDS AND NARROW PAPER

Writing on postal cards and narrow paper may be done as follows: place the card or paper under the band at the left end of the roller, allowing the right edge to be held in place by the envelope holder. If much writing of short lines is to be done at one time, set the marginal stop and bell-ringer to suit the width of margin desired on either side of the page. In writing a postal, omit the address of the person to whom you are writing, as it is given in full on the face of the card. After giving your own address and the date, begin with the salutation. If necessary to save space, the salutation may begin at five, and the body of the letter following it on the same line, writing with single space between the lines, and one space between sentences.

Ashtabula, Ohio, April 15, 19 .

Dear Sir:--Answering yours of Mar. 23rd, I accept your proposition for the number of frogs required for the engine-houses at Andover and Kinsman, as per my previous letter. Price $27. Style pattern ''J'' in your catalogue. Please deliver soon as possible.

Yours very truly,

Cleveland, Ohio, Aug. 1, 19 .

Dear Sir:--I have a record of the sizes and description of the boys' and youths' canvas to which you refer in your letter just received, and will try to use them if I can; or, if I get any orders for such, will use yours instead of making new ones. Will do what I can to help you dispose of them.

Yours truly,

Business Correspondence.

A complete letter should comprise six divisions; viz.:

1. Date

2. Name and Address

3. Salutation

4. Body of Letter

5. Complimentary Closing

6. Signature

The inside left margin stop for a medium length letter is usually set at 10; the right at 65. The line should end about two spaces after the bell rings, or about 60; the space between 10 and 60 constituting the length of the writing line. The paper should be set about one space beyond the left edge of the cylinder.

The date generally starts about 40 on the scale.
The name starts even with the left margin.
The address should be indented 5 spaces, and will start at 15; the City and State at 20.
The salutation comes back even with the left margin, and paragraphs are indented 5 spaces, and will begin at 15 on the scale.

If the complimentary closing is started at 30 on the scale, by indenting 5 spaces there will be room for the name of most companies within the space from 35 to the end of the line, so the name of the company will begin at 35.

In the above instructions each indented line on the letter begins at one of five different points on the scale; namely, 15, 20, 30, 35, or 40.

In writing a business letter according to this setting the Self-Starter or tabulator keys would be used as follows:

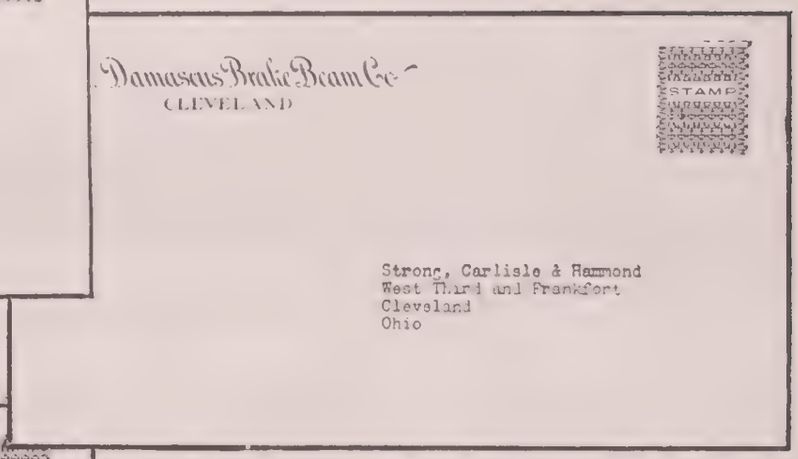
Date.....Key 5
Name of person or firm.....At margin
Street address.....Key 1
City and State.....Key 2
Salutation.....At margin
Paragraphs.....Key 1
Always double space between paragraphs.
Complimentary closing.....Key 3
Signature of firm name.....Key 4
Title of person signing.....Key 5
First line of envelope.....Key 3
Second line of envelope.....Key 4
Third line of envelope.....Key 5

LESSON 49

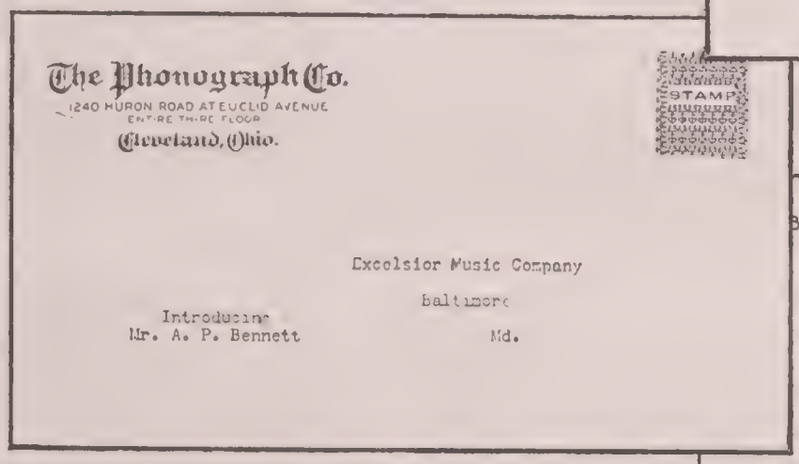
DIRECTING ENVELOPES AND POSTAL CARDS

One cannot use too much care in directing envelopes. Place the postal or envelope in the machine as described in preceding paragraph,—or better method perhaps is the following: take a sheet of stiff paper and turn down about an inch at the top, then cut away the center of the paper, leaving the margins wide enough to extend about half an inch over the envelope at each side, cutting the upper side of the opening to within about half an inch of the fold, but not cutting into the inch-wide piece that has been turned over. Slip the envelope into this without turning up the flap, having the straight turn-over piece of paper on the under side of the envelope, and put into the machine in the usual manner. Hold the envelope or postal firmly against the roller with the left hand when you lift the carriage lever to space. See directed envelopes below.

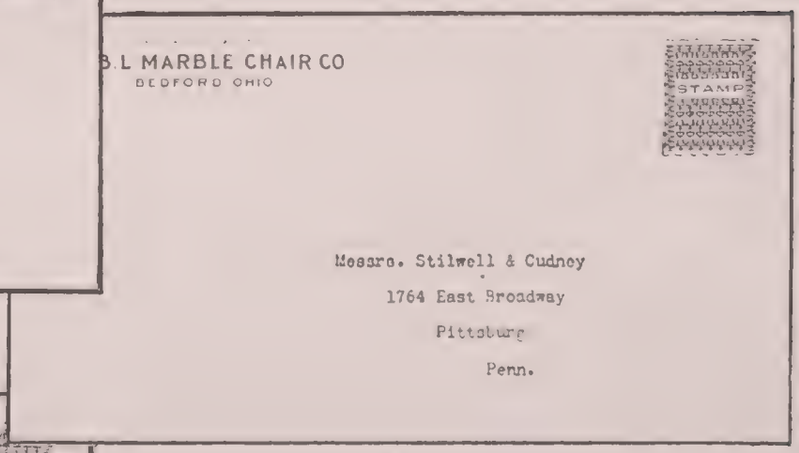
1



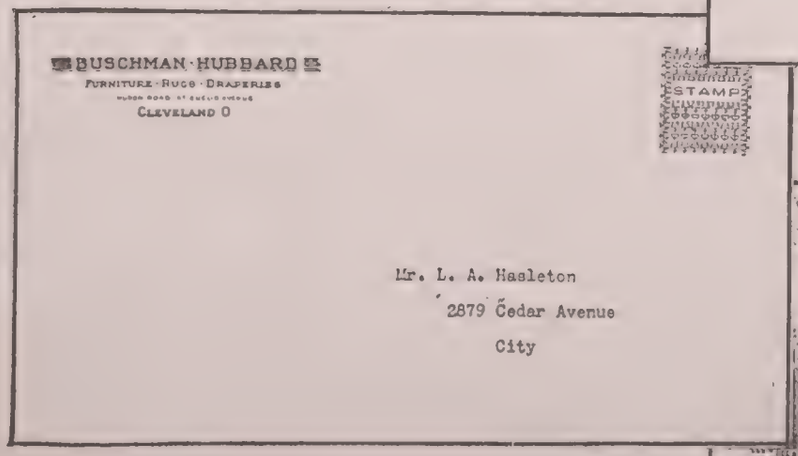
2

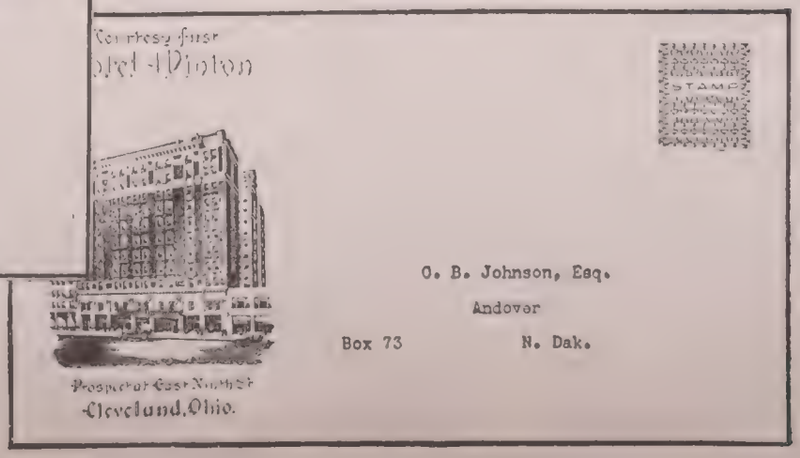


3



4





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